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ABSTRACT

Compiled are data on 61 accrediting bodies recognized by the Council on Postsecondary Accreditation and/or members of the Council of Specialized Accrediting Associations. Among the information given for each association: title, address, telephone number, principal officers, a brief description of its history, boards or associations represented by it, the postsecondary accrediting body or bodies' title(s), recognition status, scope of accreditation, number of accredited programs, membership profile, eligibility requirements for application, accreditation and professional membership (description), accreditation and licensure laws or standards and guidelines, classifications used, provisions for adverse accreditation actions or decisions, an outline of the accrediting process, procedures required of programs, and fees and dues. Thirteen institutional accrediting bodies and 48 specialized ones are included. (MSE)

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1980-82
A Guide to Recognized Accrediting Agencies

A factbook covering 61 postsecondary, nongovernmental accrediting organizations in the United States.

Published by the
Council on Postsecondary Accreditation

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1980-82
A Guide to Recognized Accrediting Agencies

A factbook covering 61
postsecondary, nongovernmental
accrediting organizations
in the United States

Dorothy G. Petersen
Editor

Published by the
**Council on
Postsecondary
Accreditation**

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THE COUNCIL ON
POSTSECONDARY ACCREDITATION
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PREFACE

It is almost astounding to realize that in nearly 80 years of nongovernmental accreditation there never has been a comprehensive study of the many different agencies that conduct accrediting processes at the postsecondary level in the United States. Now, for the first time, we have with this volume a compilation of descriptive data about 61 accrediting bodies that are recognized by the Council on Postsecondary Accreditation and/or are members of the Council of Specialized Accrediting Associations. Not only that, since this is the first of a series of biennial fact books, we also are initiating the building of an important data base.

Credit for conceiving the idea and assisting the development of this significant publication should go to the Council of Specialized Accrediting Associations and to the early efforts of such people as James M. Phillips, former COPA staff associate.

We also are indebted to the officials of the accrediting associations, who cooperated uncomplainingly in this project, completing forms, editing draft materials, and responding to questions.

The quality of this volume, however, is due to the dedication and hard work of Dorothy Petersen, graduate dean emeritus of Trenton State College and former interim executive secretary of the Commission on Higher Education, Middle States Association of Colleges and Schools. Dr. Petersen was involved in the series of studies that led up to the publication of this volume and has certainly become the leading authority on the organization and operation of accrediting agencies. She is the author of the recent "Accrediting Standards and Guidelines", published by COPA, and remains active in the field as a part-time consultant/staff associate to COPA.

For those whose involvement is more limited, but who have a need for a ready, accurate reference source, this directory should prove to be a valuable addition to the reference shelf.

Kenneth E. Young
President
Council on Postsecondary Accreditation

ACKNOWLEDGEMENTS

Grateful acknowledgement is made to the executive officers of the sixty-one cooperating accrediting agencies for their assistance in the preparation and correction of information for their agencies. The editor is also indebted to Kenneth E. Young, president of the Council on Postsecondary Accreditation, for his interest and support; to Betty Lee Craig, director of publications of COPA, for her assistance in the preparation and design of the format of the document; and to Reneé Marshall for her expert typing of the final manuscript.

DGP
Editor

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ACCREDITING BUREAU OF ENGINEERING TECHNOLOGY

(formerly Engineers' Council for Professional Development)
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President
Richard G. Cunningham
Vice-President for Research and Graduate Studies, Pennsylvania State University

The Accreditation Board for Engineering and Technology, formerly the Engineers' Council for Professional Development, was established in 1932 by the joint sponsorship of seven participating engineering societies. The board currently represents the following associations: *Participating Bodies*—American Congress on Surveying and Mapping (ACSM), American Institute of Aeronautics and Astronautics, Inc. (AIAA), American Institute of Chemical Engineers (AIChE), American Institute of Industrial Engineers, Inc. (AIIE), American Institute of Mining, Metallurgical and Petroleum Engineers (AIME), American Nuclear Society (ANS), American Society of Agricultural Engineers (ASAE), American Society of Civil Engineers (ASCE), American Society for Engineering Education (ASEE), American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE), The American Society of Mechanical Engineers (ASME), The Institute of Electrical and Electronic Engineers, Inc. (IEEE), National Council of Engineering Examiners (NCEE), National Institute of Ceramic Engineers (NICE), National Society of Professional Engineers (NSPE), Society of Automotive Engineers (SAE), Society of Manufacturing Engineers (SME); *Member Bodies*—American Academy of Environmental Engineers (AAEE), American Society for Metals (ASM).

POSTSECONDARY ACCREDITING BODIES:

ENGINEERING ACCREDITATION COMMISSION

(formerly Engineering Education and Accreditation Committee)
Accreditation Director
John D. Alden
Chairperson
Carl W. Hall
Dean, College of Engineering, Washington State University, Pullman, Washington

TECHNOLOGY ACCREDITATION COMMISSION
(formerly Engineering Technology Committee)
Accreditation Director
John D. Alden
Chairperson
Robert L. Reid
Chairman, Electrical Technology, Broome Community College, Binghamton, New York

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education

SCOPE OF ACCREDITATION: Programs in engineering and engineering technology. Geographic scope includes U.S., Puerto Rico, and the territories and possessions.

NUMBER OF ACCREDITED PROGRAMS:

1286 engineering programs
579 engineering technology programs

MEMBERSHIP:

The Engineering Accreditation Commission consists of:
23 representatives from participating bodies
4 officers
The Technology Accreditation Commission consists of:
21 representatives from participating bodies
4 officers

Members of both committees are appointed upon the basis of their academic qualifications, professional leadership, and accrediting experience. Members are appointed by the ABET (ECPD) Board of Directors with the concurrence of the participating bodies. Term of membership is one year with five successive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A program must be based in an institution which is accredited by its regional accrediting association.

(2) A program must have graduated students by the time the ABET takes action.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is required for membership in all engineering societies represented on the board. Exceptions and special requirements are made for graduates of non-accredited programs.

ACCREDITATION AND LICENSURE:

Engineering licensure in all U.S. states and territories requires graduation from an accredited program or one recognized by the licensing board. Provision is made for graduates of other programs to be licensed on the basis of a written examination and demonstration of engineering experience.

ACCREDITATION STANDARDS AND GUIDELINES:

CRITERIA FOR ACCREDITING PROGRAMS IN ENGINEERING IN THE UNITED STATES, October, 1979.

CRITERIA FOR ACCREDITING PROGRAMS IN ENGINEERING TECHNOLOGY, October, 1979.

ACCREDITATION CLASSIFICATIONS:

Early Recognition as Candidate for Accreditation: Applies only to engineering technology programs which are in the process of developing toward regular accreditation. Term is one year with two successive terms permitted on the basis of progress reports. (Not available to new programs after 1979-80.)

Accredited: Applies to engineering and engineering technology programs which meet criteria for accreditation. Term is for up to six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Applications for early recognition or full accreditation may be deferred or denied, after full deliberation and in accord with due process. A recommendation for a "show cause" action may be made for those programs failing to meet minimum criteria which, presumptively, cannot be corrected without drastic action. Such programs are generally allotted a three-year period (two years for engineering technology) in which to correct deficiencies. If, after re-evaluation, the ABET finds that the program still falls below minimum criteria, accreditation will be revoked.

THE ACCREDITING PROCESS:

(1) The accreditation process is initiated by request of the chief executive officer of an institution who notifies the ABET of the names of those programs to be evaluated.

(2) A self-assessment questionnaire must be submitted by each program applying for accreditation or re-accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-survey. The average team consists of three to five members and represents a balance of representatives from industry, education, evaluators with prior visiting experience, and observers. The normal duration of the visit is three days.

(4) A preliminary draft of the team's report is submitted to the institution for comment on its factual accuracy. Such comments together with any additional documentation pertaining to the program(s) under evaluation are incorporated into the record.

(5) The appropriate accrediting committee considers the report and takes accreditation action.

(6) Notification of the accreditation action taken is transmitted to the president or chief administrative officer of the institution by the president of ABET approximately seven months following the team visit. The institution also receives a comprehensive statement describing the findings of ABET on each program evaluated. The statement details program strengths and weaknesses and, if required, indicates changes that would bring the program(s) into compliance with ABET criteria.

(7) Institutions have the right to question accreditation actions. Institution officials who disagree with the ABET decision may either appeal a "not to accredit" action or make a request for a clarification of the action taken. Appeals are heard and decided by the ABET Board of Directors.

(8) A statement on policies and procedures of appeal is published and available upon request.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) An institution shall inform the ABET as soon as possible when it changes the title or content of an accredited program. When the new title or content alters the basis upon which the program was initially accredited, it shall be treated as a new

program seeking accreditation and the appropriate procedures for such evaluation shall be followed.

(2) Accredited programs are required to submit such interim reports as may be requested.

FEES AND DUES: An evaluation fee of $630 per team member is charged to the host institution to cover the average costs of travel, housing, and meals for evaluation team members.

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

29089 U.S. 20 WEST-OAK MANOR OFFICES
ELKHART, INDIANA 46514
TELEPHONE: 219-293-0124

Administrator
Hugh A. Woosley
Chairperson
Paige K. Besch
Director and Professor, Reproductive Research Laboratory, Department of Obstetrics and Gynecology, Baylor College of Medicine, Houston, Texas.

The Accrediting Bureau of Health Education Schools was established in 1964 by the American Medical Technologists as the Accrediting Bureau of Medical Technology Schools. The name was changed in 1968 to Accrediting Bureau of Medical Laboratory Schools. The present title was adopted in 1978.

POSTSECONDARY ACCREDITING BODY:

BOARD OF COMMISSIONERS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs for medical laboratory technicians and medical assistants culminating in diplomas/certificates or associate degrees; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 70 medical assistant programs; 31 medical laboratory technician programs

MEMBERSHIP: The Board of Commissioners consists of:

3 commissioners selected by the schools accredited by the bureau, at least one of whom shall not be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) offering medical technology courses, and none of whom shall be medical technologists or medical laboratory technicians.

3 commissioners selected by the Board of Directors of American Medical Technologists, at least one of whom shall not be an AMT registrant.

3 commissioners selected by the bureau itself, none of whom shall be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) and none of whom shall be medical technologists or medical laboratory technicians.

Term of membership is three years. Commissioners who are appointed by the Board of Directors of American Medical Technologists may not serve for more than two consecutive terms with exception of the elected outside commissioner. All other commissioners may serve as many times as they are appointed.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a prerequisite for membership in the American Medical Technologists Registry as a Registered Medical Assistant or a Registered Medical Laboratory Technician.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A school is eligible to apply for accreditation if it meets the following criteria:

(1) It is located in the United States or its territories.

(2) It is an institution whose principal effort is educational in nature and is either a hospital or laboratory training school (for MLT programs), a postsecondary vocational school (non-profit or for profit), a postsecondary school, or junior and community college. Federally sponsored programs in the armed forces, V.A. hospitals, and rehabilitation institutions may apply if they so desire.

(3) It is a resident educational institution.

(4) It is properly licensed or chartered under the laws and regulations of its state, where such laws exist.

(5) It has been in successful operation as a school for two years or more in an educational field(s) and has graduated at least one class upon which to base assessment.

(6) The programs are considered to be at the postsecondary level.

(7) The program of courses (for medical laboratory technicians) consists of at least 1500 clock hours covering one year in length or an associate degree from a community/junior college. The program of courses for medical assistants consists of six months (24 weeks) of full-time training.

(8) A licensed physician is a liaison member of the school staff and faculty in a consultant capacity.

(9) It has a qualified administrative staff and teaching faculty.

(10) A suitable program providing the student with additional clinical laboratory experience is in effect with an approved laboratory. In addition, the school must show evidence that there is in effect a procedure by which the progress of the student in the clinical situation is evaluated (medical laboratory technician programs) The school must show evidence that there is in effect a procedure by which the progress of graduates in work situations is evaluated (medical assistant program).

(11) Hospital or laboratory training programs must have qualified instructors and regularly scheduled classroom and residence-type instructional programs in medical laboratory subjects which are beyond an on-the-job program (medical laboratory technician programs).

(12) The institution must demonstrate financial stability to insure continuity of operation.

(13) As a factor in determining the quality of instruction received during their training, records of graduates from accredited schools who take the AMT certification examination or other examinations approved by the bureau will be assessed on a regular basis to help determine effectiveness of the training programs in specific schools. Such records would be maintained on a continuous and cumulative basis so that, over a period of years, changes in profile of school success can be easily identified for inquiry and follow-up as appropriate.

(14) Compliance with the standards established for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:

"*Standards for Accrediting Schools for Medical Assistance*

Education" in MANUAL FOR MEDICAL ASSISTANT EDUCATION, 1978.

"Standards for Accrediting Schools for Medical Laboratory Technician Education" in MANUAL FOR MEDICAL LABORATORY TECHNICIAN PROGRAMS, 1978.

ACCREDITATION CLASSIFICATIONS:

Accreditation: Granted to programs which evidence substantial compliance with accrediting standards and requirements. Maximum term is six years.

Provisional Accreditation: Granted to programs pending an answer to the bureau's request for additional information, progress reports, or supplementary materials.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The bureau may take any of the following adverse actions/decisions.

(1) Defer accrediting pending submission of additional evidence or material.

(2) Deny accreditation, supplying a full list of particulars and conditions to be met before a reapplication for accreditation is considered (right of appeal).

(3) Request an accredited institution to show cause why it should not be deleted from the list of accredited schools.

(4) Withdraw accreditation; delete an accredited school from the accredited list, providing therewith a bill of particulars to be met prior to reapplication (right of appeal).

THE ACCREDITING PROCESS:

(1) A school interested in applying for accreditation submits an Application for Accreditation and an application fee of $100.

(2) All schools applying for initial accreditation or reaffirmation of accreditation are required to complete a self-evaluation report, according to a format prescribed by the bureau.

(3) An on-site visit by an evaluation team follows the submission of the self-evaluation report. The average team consists of three members appointed by the bureau's staff. The duration of the visit is 1 to 2 days. Expenses of the visit are approximately $100 to $200 per member and are billed directly to the host institution. If the team visits one or more schools in the same region, the costs are shared proportionately.

(4) The chairperson of the visiting team forwards a report to the chief executive of the school which describes areas of strength, areas needing improvement, possible non-compliance with

published standards and policies, and suggested means of improvement.

(5) The school has a reasonable time to comment upon the factual elements of the report and to submit any additional written materials it desires to place before the commissioners in response to the report.

(6) The school has an opportunity to make an oral presentation to the commissioners at the meeting at which its application is presented. The oral presentation is based on the team report and the written materials submitted by the school.

(7) The commissioners study all available material and arrive at an accreditation decision.

(8) Notification of the accreditation decision is forwarded to the school approximately three months following the team visit.

(9) The school may appeal the action of the commissioners according to the statement of appeals policies and procedures published by the Bureau.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit annual reports in a format prescribed by the bureau. The bureau may request re-examination or written data concerning the school and its program of activities at all such times as it may deem necessary to insure maintenance of standards.

FEES:

Application fee $100

Annual fee schedule for medical laboratory technician programs (based on total enrollment)

Group I	1-25 students	$250
Group II	26-50 students	450
Group III	51-75 students	675
Group IV	76+ students	900

Annual fee schedule for medical assistant programs (based on total enrollment)

Group I	1-25 students	$300
Group II	26-50 students	350
Group III	51-150 students	450
Group IV	151+ students	550

ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

ONE DUPONT CIRCLE, SUITE 420
WASHINGTON, D.C. 20036
TELEPHONE: 202-659-3939

Executive Secretary
Gary L. Filerman
Chairman
Charles Austin
Vice President, Georgia Southern College
Vice-chairman
Robert Burmeister
Director, Department of Educational Research and Development, American College of Nursing Home Administrators

The Accrediting Commission on Education for Health Services Administration evolved from a peer review process conducted by the Association of University Programs in Health Administration (AUPHA) from 1948 to 1968. It was established in 1968 as the Accrediting Commission on Graduate Education for Hospital Administration by the American Hospital Association (AHA), American College of Hospital Administrators (ACHA), American Public Health Association (APHA), and the Association of University Programs in Health Administration. The present title and scope of accreditation were adopted in 1976.

Current sponsoring associations include the four named above plus the American College of Nursing Home Administrators (ACNHA), American College of Medical Group Administrators (ACMGA), Association of Mental Health Administrators (AMHA), and American Health Planning Association (AHPA).

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Graduate programs in health services administration. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:
41

MEMBERSHIP: The composition of the Commission is:

1 representative of the American College of Hospital Administrators
1 representative of the American Hospital Association
1 representative of the American Public Health Association
1 representative of the American College of Nursing Home Administrators
4 representatives of the Association of University Programs in Health Administration
1 representative of the American College of Medical Group Administrators
1 representative of the American Health Planning Association
1 representative of the Association of Mental Health Administrators
2 public representatives
13 TOTAL

Members are appointed by the participating organizations, with the exception of the public members who are appointed by the commission. Term of membership is three years with two successive terms permitted. Members may or may not be affiliated with a member organization.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for full institutional membership in the Association of University Programs in Health Administration (AUPHA). Non-accredited programs may be associate members in AUPHA. Graduation from an accredited program gives an individual advanced standing in the American College of Hospital Administrators.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION:

(1) The graduate program shall clearly establish health services administration as a major course of study for the master's degree, and shall be so listed in the university catalog.

(2) The applicant graduate program in health services administration must have graduated at least one class and awarded the

appropriate master's degree. (The Canadian Diploma in Hospital Administration is considered equivalent to the master's degree.)

(3) The graduate program shall be a part of an institution of higher learning which is accredited by its regional accrediting agency.

(4) If the program is located in a specialized graduate school (such as the medical school, the school of public health, or the school of business administration) within the university, that school should be accredited by the appropriate recognized specialized accrediting agency. (In the event of absence of such accreditation, a determination is made as to the extent to which lack of accreditation is detrimental to the quality of the program.)

ACCREDITATION STANDARDS AND GUIDELINES:
CRITERIA FOR A GRADUATE PROGRAM IN HEALTH SERVICES ADMINISTRATION, July 1, 1976.

ACCREDITATION CLASSIFICATIONS: The commission maintains two levels of accreditation status: (1) accredited programs and (2) non-accredited programs. The commission does not formally employ a probationary status, but graduate programs may be accredited for a shorter than normal period, which is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Application for accreditation may be deferred or accreditation may be withdrawn from a previously accredited program for cause deemed sufficient by the commission. A program which fails to receive initial accreditation or reaccreditation or which has had accreditation revoked shall be entitled to appeal in accordance with the approved statement of appeal process.

THE ACCREDITING PROCESS:

(1) When a program seeks accreditation, the program director or chairman forwards an official request for an accreditation review to the commission's executive secretary.

(2) A program applying for initial accreditation or for re-accreditation must complete and submit a survey instrument not less than thirty days before the anticipated accreditation survey.

(3) A committee on-site visit follows the submission of a satisfactory survey instrument. The visiting committee consists of a commissioner who serves as chairman and at least one director or

senior faculty member from an accredited graduate program. The executive secretary of the commission or his representative serves as secretary of the committee. The average duration of the visit is two days. Expenses of the visit average approximately $450 per member and are assumed by the host institution for initial accreditation visits. Initial applications also involve a $500 service charge. A resurvey fee of $250 is charged to programs visited for reaccreditation.

(4) The visiting committee submits a written report to the commission and to the chief administrative officer of the University or his designated representative and to the director of the program, who are invited to review the report for accuracy and completeness. The university may at this point submit additional or clarifying information which it wishes to have taken into consideration by the commission when acting upon the committee's report.

(5) The executive secretary formally notifies the chief administrative officer of the university and the director of the program of the commission's action and recommendations and forwards a copy of the committee's report, as approved by the commission, to the chief administrative officer of the university and the program director.

(6) The executive secretary notifies the appropriate regional association, the Council on Postsecondary Accreditation and the U.S. Office of Education, and the member organizations of the commission's action.

(7) The commission publishes a formal policy statement on appeal procedures of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs may be required to submit such progress or interim reports as determined by the commission.

ACCREDITATION FEES: The schedule of accreditation charges, effective July 1, 1977, is as follows:

(1) Initial accreditation survey: processing charge $500; the program is also responsible for the direct expenses of the four members of the visiting committee.

(2) Resurvey visits: service fee for full resurveys $250.

(3) Annual listing fee: the annual listing fee for accredited programs is $200.

AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS

11500 OLIVE STREET ROAD, SUITE 142
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TELEPHONE: 314-872-8481

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Vice-President and President Elect
Schuyler F. Otteson
Dean, School of Business, Indiana University.

The American Assembly of Collegiate Schools of Business was established in 1916 as the American Association of Collegiate Schools of Business. The present title was adopted in 1972.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COUNCIL
Director of Accreditation
Ronald R. Slone

The Accreditation Council was established in 1972 and assumed the responsibility for evaluation and accreditation which had been performed by the association since 1919.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to baccalaureate and master's degree programs in business administration and Management. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:
211

MEMBERSHIP: The Accreditation Council is a division of the AACSB, composed of collegiate institutions offering programs of instruction at the baccalaureate or masters level(s) accredited by the council. Within the corporation, the Accreditation Council has sole jurisdiction over accreditation standards, procedures, and decisions; admission of institutions to membership in the Accreditation Council; the probation or suspension of council members; and all other matters pertaining to accreditation.

The Operations Committee recommends membership to the Accreditation Council. The committee is composed of three members of the Board of Directors, two members representing the public, and the chairpersons of such other committees authorized by the president and reporting to the Operations Committee. Except for public members and professional practitioners, members of the Operations Committee must represent accredited schools and must have prior accreditation experience. All members are appointed annually by the president of AACSB. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Membership in the Accreditation Council is open to schools or colleges of business administration which are autonomous degree recommending units reporting to the central administration in the same manner as do all other autonomous degree recommending units of the institution. In addition, accreditation by the Accreditation Council is open to schools and colleges whose:

(1) Intellectual climate encourages and supports the offering of programs of high academic quality.

(2) Parent institution is accredited by its regional association.

(3) Business administration programs have been established and in operation for such a period of time as to make possible an evaluation of their character and policies; schools shall be expected to demonstrate compliance with the standards during the self-study year, as well as the year of visitation, of the accreditation process.

(4) Operations are not subject to undue political influence, and whose general environment permits the school to pursue acceptable objectives with a minimum of interference or diversion of effort.

(5) Dean or administrative head has jurisdiction or participating control over business administration programs and business administration faculty.

ACCREDITATION STANDARDS AND GUIDELINES

"Accreditation Standards and Interpretations" in *AACSB ACCREDITATION COUNCIL POLICIES, PROCEDURES AND STANDARDS*, 1979-80.

ACCREDITATION CLASSIFICATIONS

Letter of Intent: The letter of intent shall indicate the level of accreditation sought (baccalaureate and/or masters) and shall state that the written self-study report will be submitted by June 1 of the next calendar year.

Accredited Status: Granted to institutions which indicate compliance with the standards for accreditation. A resurvey is required every five years and a revisitation every ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferral of Initial Accreditation Decision: If the applicant school has disconformities with the standards or there are issues which can be resolved within one calendar year, but which preclude immediate accreditation, the school's application may be deferred until the next annual meeting of the Accreditation Council. The school will be required to report actions taken to correct the disconformities. If the school remedies the deficiencies, it will be recommended for accreditation. If the deficiencies continue to exist, accreditation will be denied.

Denial of Accreditation: If the applicant school has disconformities with the standards which cannot be remedied within one calendar year, the applicant school will not be accredited. There should be at least one intervening year between denial of accreditation and the initiation of a new application for accreditation.

Probation and Suspension: A school which does not maintain accreditation standards may be placed on annual probation for a period not to exceed three years. If the school does not rectify disconformities during this period, its accredited status will be suspended. However, when an accredited school does not immediately meet the requirements of revised standards or interpretations, a reasonable period shall be permitted for conformity thereto without incurrence of probation or suspension. Suspension may be imposed for cause without a prior period of probation.

Suspension of an institution's accreditation shall be made known to any interested party and reflected by its omission from the list of Accreditation Council members published by the AACSB. Decisions to place member institutions on probation shall be kept on a strictly confidential basis.

THE ACCREDITING PROCESS:

(1) A letter of intent must be submitted, indicating the level of accreditation sought (baccalaureate and/or master's).

(2) A self-study report must be submitted. An application fee of $500 for one level of accreditation is charged, $750 for two levels of accreditation.

(3) A written analysis of the self-study report is forwarded to the applicant institution.

(4) An on-site evaluation team visit follows the submission and analysis of the self-study report. The team is composed of three to four members who are appointed with every possible consideration of the nature of the applicant school. The usual duration of the visit is 2½ to 3 days. Expenses of the visit are assumed by the host institution and usually average about $300 per team member. A $500 continuing analysis fee, regardless of whether one or both levels of accreditation are sought, is charged for schools having an on-site visit.

(5) The report of the findings of the team, including the institution's strengths and weaknesses, is forwarded to the chief executive officer and head of the business unit. The institution may file a written response within two weeks of the receipt of the team's report.

(6) The Initial Accreditation Committee considers the self-study report, the visitation team report, and the applicant's response. There is opportunity for conference of the committee with representatives of the institution.

(7) The Initial Accreditation Committee recommends accreditation to the Operations Committee.

(8) The Operations Committee recommends accreditation action to the Accreditation Council.

(9) A report of the action of the Accreditation Council is forwarded to the institution approximately three weeks following the team visit. A report of negative action includes a specific statement of reasons.

(10) An institution may avail itself of the established appeals procedure established by the assembly.

PROCEDURES REQUIRED OF ACCREDITED UNITS: An interim *Self-Study (Resurvey) Report* is requested of each Accreditation Council member five years after the last visitation.

ANNUAL FEES: Annual fees for AACSB member institutions accredited at the undergraduate and/or masters level(s) are:

Member institutions accredited at one level (undergraduate or masters)	$750
Member institutions accredited at both levels (undergraduate and masters)	$1400

AMERICAN ASSOCIATION OF BIBLE COLLEGES

P.O. BOX 1523
3155 NORTH COLLEGE STREET
FAYETTEVILLE, ARKANSAS 72701
TELEPHONE: 501-521-8164

Executive Director:
John Mostert
President:
Alfred Martin
Vice-President and Dean of Education, Moody Bible Institute, Chicago, Illinois

The American Association of Bible Colleges was established in 1947 as the Accrediting Association of Bible Institutes and Bible Colleges. The present title was adopted in 1974.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Executive Director:
John Mostert
Chairperson:
Wesley Olsen
Executive Vice President, Northeastern Bible College, Essex Fells, New Jersey

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to professional or special-purpose colleges commonly known as Bible Colleges; programs within these institutions may vary from two to five years in length; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED INSTITUTIONS: 74 accredited institutions; 10 candidate institutions; 34 applicant institutions.

MEMBERSHIP: The Accrediting Commission consists of:

9 members from accredited institutions
1 public member

Members are appointed by the AABC Board of Directors on the basis of their competence as evaluators, seasoned judgment, and professional reputation. The public representative cannot be an educator in, or member of, the profession for which students are prepared. Term of membership is three years, with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An educational institution should attain a satisfactory degree of stability before it applies for accreditation. Evidence of stability may be ascertained by the following criteria:

(1) Adherence to goals and philosophy of Bible college education.
(2) Length of continuous operation (ordinarily five years of continuous operation as a day school is considered a minimum).
(3) Experience in a given educational program.
(4) Continuity of leadership.
(5) Reasonably low faculty turnover.
(6) Expectation of a reasonable regularity of acceleration in the number of enrollments.
(7) Adequate number of enrollments (usually several hundred).
(8) Sound financial management.
(9) Strong cooperating and supporting groups such as denominations and alumni.
(10) Capacity for growth and development.

ACCREDITATION STANDARDS AND GUIDELINES:

"Criteria of Accreditation" in the AACB MANUAL, 1977.

ACCREDITATION CLASSIFICATIONS:

Applicant Status—A pre-membership category for schools which are working toward membership. Granted to schools which demonstrate qualities which may provide a basis for membership within a reasonable length of time. Maximum term is three years.

Candidate for Accreditation—Granted to schools which present evidence of: (1) academic and financial integrity; (2) valid educational service; and (3) conformity to the spirit and purposes of accreditation. Schools should show promise of achieving accreditation within a reasonable length of time. Maximum term is three years, with a possible two year extension for cause.

Accredited Membership—Granted to institutions which meet or exceed minimum standards of the Association. Maximum term is ten years.

Limited Accreditation—Accreditation is limited to permit the institution to implement recommendations. Maximum term is three years.

Probationary Status—Provides the opportunity for the institution to implement recommendations. Term is specified by the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate or accredited status. Applications which are denied may not normally be resubmitted within a one-year period. The commission may serve notice of probation upon an institution which fails to maintain accreditation standards.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared according to a prescribed format, is required.

(2) An evaluation team visit follows the submission of the self-study. The team consists of approximately five members appointed by the commission's staff. The visit is two to three days in length. Expenses of the visit are billed directly to the institution and average approximately $200 per team member.

(3) The evaluation team report is issued to the institution as quickly as possible after the visit has been conducted.

(4) The college administration is encouraged to respond to the report and its recommendations prior to its consideration by the commission.

(5) The team report is considered by the commission and action is taken at its regular meeting. The college president (and others he may choose to accompany him) is requested to meet with the commission during the session when the school's request is considered. This is true of consideration for both candidate and accreditation statuses.

(6) The institution is notified of the accreditation decision approximately six months following the team visit.

PROCEDURES REQUIRED OF APPLICANT INSTITUTIONS: Applicant institutions are required to:

(1) Work with a consultant appointed by the commission.

(2) Conduct a self-evaluation program and submit a self-study report.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: Candidate institutions are required to:

(1) Work with a consultant appointed by the commission.

(2) Submit annual reports in response to commission recommendations, along with annual statistical reports, to the association office.

(3) Conduct a self-evaluation program and submit a self-study report.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Accredited institutions are required to submit annual reports on forms provided by the association. Self-evaluation and reevaluations by visiting teams are requested by the commission: (1) approximately every ten years after accreditation is granted; (2) when on the basis of annual reports of substantive changes it is decided that a reevaluation is advisable.

DUES AND FEES: AABC is funded primarily through annual assessments from its institutions.

Accredited member schools are assessed a minimum of $500, plus increments of $10 for each $50,000 above $100,000 annual income.

Candidates for Accreditation are charged a basic amount of $450, plus increments of $10 for each $50,000 above $100,000 annual income. The cost for annual consultations should also be considered in the school's budget.

Applicant schools pay $250 annually. It is recommended that applicant schools budget this amount plus the cost of consultative visits—a total of $500 per year.

The fee for an evaluation team visit is $500, plus expenses of evaluators.

A consultation costs $200 plus travel expenses. A number of consultations are usually conducted during a single itinerary, with schools paying a proportionate share in travel expenses.

All assessments, fees, and travel expenses are billed from the association office.

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS' ENDOWMENT

1 EAST WACKER DRIVE, SUITE 2110
CHICAGO, ILLINOIS 60601
TELEPHONE: 312-944-2722

Executive Director
  Ina Yenerich, Acting Executive Director
President
  Jean Mobley
  Medical Assistant

The American Association of Medical Assistants' Endowment was established in 1956.

POSTSECONDARY ACCREDITING BODY:

CURRICULUM REVIEW BOARD
Professional Staff Associate
  Nancy K. Roadcap
Chairman
  Martha C. George
  Field Representative, International Rehabilitation Associates

The Curriculum Review Board was established in 1966 as the Approval Program Committee of the AAMA, became the Curriculum Review Board of The AAMA Endowment in 1972.

ACCREDITATION FUNCTION: The AAMA Curriculum Review Board collaborates with the American Medical Association to make recommendations to the Committee on Allied Health Education and Accreditation of the AMA (CAHEA-see p. 131). Using these recommendations as a basis for decision making, CAHEA then takes appropriate accreditation actions for medical assisting programs.

RECOGNITION STATUS: Represented in the Council on Postsecondary

Accreditation as a review committee for CAHEA. Listed by the U.S. Office of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Programs in medical assisting and medical assisting (pediatric specialty) are accredited at the certificate/diploma and associate degree levels nationwide.

NUMBER OF ACCREDITED PROGRAMS:

137 medical assisting programs (as of October 1979)
1 medical assisting in pediatrics program (as of October 1979)

MEMBERSHIP: The composition of the Curriculum Review Board is as follows:

4 active members of AAMA, all of whom must be AAMA certified medical assistants, and at least three of whom shall be practicing medical assistants.

1 licensed physician who is, or has recently been, in private practice.

1 educator from an institution offering a CAHEA accredited program in the non-proprietary college, university, or vocational/technical school sector.

1 educator from an institution offering a CAHEA-accredited program in the propriety school sector.

1 president or vice-president of The AAMA Endowment (ex-officio, without vote)

1 Physician-Advisor to The AAMA Endowment or his designee (ex-officio, without vote)

ACCREDITATION AND CERTIFICATION: The association offers a certification program. The eligibility requirements established by the AAMA Certifying Board allow students graduating from CAHEA-accredited programs to apply for the examination prior to completing work experience requirements otherwise required.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Educational programs must be established at the post-secondary level, in institutions that are accredited to offer post-secondary education, and may be offered by: (a) junior and community colleges; (b) senior colleges and universities; (c) vocational/technical schools and institutions; (d) proprietary educational institutions; and (e) military-based schools.

(2) The institution shall hold, or have candidate status for,

accreditation by an agency listed by the U.S. Office of Education, or be otherwise acceptable to the AMA and the AAMA. The institution must have the necessary clinical facilities and/or educational facilities to provide required learning experiences for the students.

ACCREDITATION STANDARDS AND GUIDELINES:

ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE MEDICAL ASSISTANT, January, 1977.

ESSENTIALS OF AN APPROVED EDUCATIONAL PROGRAM FOR MEDICAL ASSISTANT IN PEDIATRICS, June, 1972.

ACCREDITATION CLASSIFICATIONS:

Accreditation: The program is in substantial compliance with all Essentials for accreditation; maximum term is five years.

Accreditation with Qualifications: The program has certain shortcomings in compliance with one or more Essentials, and the deficiencies are believed to be correctable; a progress report is mandatory.

Probationary Accreditation: The program is presently accredited and evidence is available to verify the existence of program characteristics which represent failure to be in substantial compliance with the Essentials and which threaten the capability of the program to provide acceptable educational experiences for its students. A progress report and/or on-site survey may be required. A probationary period should not be permitted to extend beyond two years.

NON-ACCREDITATION CLASSIFICATIONS:

Accreditation Withheld: An applying program, as currently planned or conducted, does not fulfill several major requirements specified in the Essentials and the deficiencies are not easily correctable.

Accreditation Withdrawn:

(*1*) *At Request of Institution:* The sponsoring institution and affiliates advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

(*2*) *Failure To Comply with Essentials:* The sponsoring institution fails to show evidence of substantial compliance with the

Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of a CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) An in-depth programmatic self-study report is required of all programs applying for initial or continuing accreditation. A written critique is made and shared with the program; a response is requested prior to scheduling the survey visit.

(2) An evaluation team site visit follows the submission of the self-study report. The average team consists of two persons. The usual duration of the visit is two days. A fee is charged to help defray the expenses of the visit.

(3) A report of the team's findings is forwarded to the program director and institutional head, and a response is requested before the Curriculum Review Board takes action on the report.

(4) The Curriculum Review Board makes a recommendation concerning the accreditation decision to the CAHEA.

(5) Notification of the accreditation decision is forwarded to the institutional head and program director by CAHEA.

(6) The institution may appeal an adverse decision, according to the established policies and procedures of AAMA/CAHEA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Annual statistical reports are requested by the AMA from all accredited programs.

FEES:

Annual fee	$200
On-site evaluation fee	$300

AMERICAN ASSOCIATION OF NURSE ANESTHETISTS

216 HIGGINS ROAD
PARK RIDGE, ILLINOIS 60068
TELEPHONE: 312-692-7050

Executive Director
Nancy A. Fevold
President
Jimmy N. Kerly
Chief Nurse Anesthetist, Medical Arts Clinic, Corsicana, Texas

The American Association of Nurse Anesthetists was established in 1931.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON ACCREDITATION
Executive Staff Secretary
Edward L. Kaleita
Chairman
Michael J. Booth
Program Director, Medical College of Pennsylvania, School of Nurse Anesthesia, Philadelphia, Pennsylvania

RECOGNITION STATUS: Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs in nurse anesthesiology from certificate programs through graduate levels. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
168

MEMBERSHIP: The Council on Accreditation of Educational Programs of Nurse Anesthesia consists of thirteen members who are elected by the council for three year terms, with eligibility for re-election for an additional three year term. Nominations for membership on the council are received from: AANA Board of Directors (CRNA, student and public representatives); American Society of Anesthesiologists (anesthesiologists and public representatives); and the American Hospital Association (hospital administrators and public members). Nurse anesthetist members must be certified. Anesthesiologists must be actively practicing anesthesia. Students must be enrolled in an accredited school of nurse anesthesia. Public members may not be actively involved in the profession of nurse anesthesia or in education. The hospital administrator representative must be certified.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Members of the American Association of Nurse Anesthetists must be graduated from an approved school of nursing and an accredited program of nurse anesthesia.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered eligible for accreditation, the applicant organization/program must be a medical facility, college or university with the following characteristics:

(1) Have the potential for professional and educational growth.

(2) The medical facility utilized for the practicum must be an accredited hospital with eligibility for registration with the American Hospital Association.

(3) The director of the program must be a qualified Certified Registered Nurse Anesthetist (C.R.N.A.) *or* a qualified Physician Anesthesiologist.

(4) In those programs where a qualified physician anesthesiologist is the program director, a Certified Registered Nurse Anesthetist must hold the position and responsibility as co-director, associate director, or educational director and must be directly involved in all aspects of the organization and administration of the program.

(5) All nurse anesthetist faculty must be certified by the Council on Certification of Nurse Anesthetists.

ACCREDITATION STANDARDS AND GUIDELINES:
EDUCATIONAL STANDARDS AND GUIDELINES FOR PROGRAM OF NURSE ANESTHESIA, 1976.

ACCREDITATION CLASSIFICATIONS:
Pre-Accreditation Status: May be conferred upon a new program

after reviewing the report of the self-study and on-site capability visit. Indicates reasonable assurance of achieving full accreditation and establishes eligibility to admit students to the program.

Initial Accreditation Status: May be conferred after the school is in full operation, students are in the practicum and the council has reviewed the current self-study and report of the on-site visitation.

Full Accreditation Status: May be conferred after the first graduates have successfully completed the Council on Certification of Nurse Anesthetists qualifying examination and an additional self-study has been reviewed by the council.

Continued Full Accreditation Status: May be awarded after review of the self-evaluation report and supporting documentation and on-site visitation report. May be awarded for periods of one to four years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Public (Announced) Probation: May be conferred upon a program with serious deficiencies or which does not evidence compliance with accrediting requirements and procedures; will not exceed one year.

Denial of Accreditation: Accreditation may be denied when a program does not present evidence of educational excellence to warrant accreditation.

Revocation of Accreditation: Accreditation may be revoked when a program does not present sufficient evidence of educational excellence by meeting the established standards and has not provided sufficient evidence of intent or capability to comply with those standards.

THE ACCREDITING PROCESS:

(1) The program submits a statement of intention to seek initial or continued accredited status.

(2) The program completes a self evaluation study, according to a format prescribed by the council.

(3) An on-site visit follows the submission and staff analysis of the self-study report. Visitation teams are generally composed of two or three members. Members are selected by the Visitor Selection Committee on the basis of their academic credentials, clinical competence, and experience. When possible, one of visitors is from the general geographic location of the program. The duration

of the visit is two days. A fee of $750.00 is assessed the institution toward the expenses of the visit.

(4) The report is submitted to the staff of the council. An official copy including documentation of data, assessment of strengths, critical or serious weakness, areas needing improvement, and suggested methods of improvements is forwarded to the chief executive officer of the institution. The program files a written response and may submit additional material relative to questions raised by the report.

(5) The program may elect to send a representative to the council meeting to address its report and review.

(6) Notification of the decision of the council is forwarded to the chief executive officer of the institution and program director by registered or certified mail. In the case of an adverse decision, a specific statement of reasons for the action and notice of the right to appeal is furnished with the notice.

(7) The institution has the right to appeal an adverse decision according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: A program holding a pre-accreditation or an initial accreditation status must file an annual report according to a format prescribed by the council. A program may be requested to file periodic or progress reports according to a schedule and format specified by the council.

FEES AND DUES:

Application fee	$100
On-site visitation fee	750

Annual dues are prorated as follows:

Number of Students	
0- 6	$200
7-20	250
21-40	300
Over 40	350

AMERICAN BAR ASSOCIATION

355 NORTH LANSING STREET
INDIANAPOLIS, INDIANA 46202

Executive Director
  Bert H. Early
President (1979-80)
  Leonard S. Janofsky
  Partner in Law Firm
President-Elect
  William Reece Smith, Jr.
  Partner in Law Firm

The American Bar Association was established in 1923.

POSTSECONDARY ACCREDITING BODY:

COUNCIL OF THE SECTION OF LEGAL EDUCATION AND ADMISSIONS TO THE BAR
735 WEST NEW YORK STREET
INDIANAPOLIS, INDIANA 46202
TELEPHONE: 317-264-8071; 264-4908

Consultant on Legal Education
  James P. White
Chairperson (1979-80)
  Lawrence Newman
  Kaye, Scholer, Fierman, Hays & Handler, New York
Chairperson-Elect
  Willard L. Boyd
  President, University of Iowa
Vice-Chairperson
  Gordon D. Schaber
  Dean, McGeorge School of Law, University of the Pacific

The Council of the Section of Legal Education and Admissions to the Bar was established in 1923.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to law schools in the United States.

NUMBER OF ACCREDITED SCHOOLS:
170

MEMBERSHIP: The Accreditation Committee of the Section of Legal Education and Admissions to the Bar consists of:

9 members from accredited institutions
2 professional practitioners
2 public members
1 State supreme court justice
14 TOTAL

Members are appointed by the chairman of the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association. The chairman notifies the membership of the section of the appointment process prior to the appointment of members of the accreditation committee, and solicits from the general membership, as well as other interested parties, the names of persons who might desire to serve as members of the committee.

Members of the accreditation committee are chosen upon the basis of their integrity, intelligence, and evidenced interest in legal education. Their participation is likely to be guided by the interests of the public and by the high standards of the legal profession, rather than any personal interest. Public members are outstanding and knowledgeable persons who are concerned about professional education and training but who do not have a current or on-going relationship with the American Bar Association. Professional members of the accreditation committee shall be persons who are knowledgeable and experienced in law and legal education. Term of membership is one year with an unlimited number of terms permitted.

ACCREDITATION AND CERTIFICATION: Graduation from a law school approved by the American Bar Association is required for admission to the bar in all states except California, Georgia, Indiana, Vermont, Washington, and Wyoming.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A university-based law school must be housed in an institution which is accredited by its regional accrediting association. A school must have completed the first academic year of its program in order to be eligible for application for provisional approval. A law school shall be organized as a non-profit educational institution and may not be operated for private profit.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards for the Approval of Law Schools" in *APPROVAL OF LAW SCHOOLS, AMERICAN BAR ASSOCIATION STANDARDS AND RULES OF PROCEDURE*, as amended 1977.

ACCREDITATION CLASSIFICATIONS:

Provisional Approval: Granted to a school which demonstrates that it is in substantial compliance with the standards and that it will be in full compliance within three years after receiving provisional approval.

Full Approval: Granted to a school which demonstrates that it is in full compliance with the standards and has been provisionally approved for at least two years. All fully approved schools are subject to periodic re-inspections.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Applications for provisional approval may, after full deliberation and according to due process, be deferred or denied. In the case of a denial, reapplication may not be made within a ten month period. The American Bar Association has delegated to the council the responsibility for insuring continued compliance with the standards as interpreted by the council. The rules of procedure for approval of law schools by the American Bar Association provide that the accreditation committee will act on all matters relating to accreditation. Whenever the accreditation committee has reason to believe that an approved school has failed to maintain the standards or has refused requests for information or reinspection, the accreditation committee may notify the school of its apparent deficiencies and that, if the matter is not resolved satisfactorily by routine procedures by a certain date, a notice for a hearing on a certain date shall be issued. The school is given an opportunity to appear at the hearing and to submit such evidence on the issues as it desires.

After the hearing, the accreditation committee shall make a determination as to whether the school is in compliance, and, if not, what remedial action is appropriate, including whether to recommend to the council removal of the school from the list of approved law schools. If the school is determined by the accreditation committee to be in compliance, the matter shall be concluded by proper resolution, a copy of which shall be transmitted to the school. If the school is determined not to be in compliance, the accreditation committee will place on the agenda of the next meeting of the council its recommendation that the council should recommend to the House of Delegates that the school be removed from the list of approved schools. A school may appear before the council at the meeting where the council acts upon the finding of the accreditation committee.

THE ACCREDITING PROCESS:

(1) A university, college, or other institution contemplating the creation or acquisition of a law school should complete a comprehensive feasibility study, prior to commencement of a program of instruction.

(2) A comprehensive self-study, according to guidelines established by the council, is required of all schools undergoing inspection for reaccreditation.

(3) Upon submission of the feasibility study by applicant schools or the self-study by approved schools, an on-site inspection is scheduled. The average inspection team consists of four members appointed by the consultant on legal education. An inspection usually requires four days. The school is charged a uniform fee payable to the American Bar Association and shall reimburse the inspectors for their travel and living expenses.

(4) Following an inspection for provisional approval or full approval, a written report based upon the inspection is sent to each member of the accreditation committee and the council, and the application is placed on the agendas of the accreditation committee and the council. The written report is submitted to the chief executive officer of the institution and the dean of the inspected school for confirmation of the accuracy of the facts as stated in the report.

(5) If the school is recommended by the council for approval, the recommendation is sent to the House of Delegates for action. If the House of Delegates grants provisional approval, the chief executive officer of the institution and the dean of the law school may be sent a written report commenting on the school's strengths and weaknesses and areas of council concern and recommending means of improvement.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS:

To the end that the American Bar Association Standards shall be maintained, to insure compliance and to advance the continued improvement of legal education, provisionally approved and fully approved schools will be expected to furnish to the council such information as is requested by the council and the accreditation committee.

A provisionally approved or fully approved school is expected to maintain the qualitative level which justified its approval, and to demonstrate a genuine and continuous effort to improve the quality of its educational efforts.

FEES AND DUES: A schedule of fees for the approval of law schools is obtainable from the office of the consultant on legal education upon request.

AMERICAN BOARD OF FUNERAL SERVICE EDUCATION

201 COLUMBIA STREET
FAIRMONT, WEST VIRGINIA 26554
TELEPHONE: 304-363-3130

Administrator
William H. Ford
Chairperson
John H. Cage
Director, Department of Funeral Service Education, Central State University, Edmond, Oklahoma

The American Board of Funeral Service Education was established in 1946 by the joint resolutions of the National Funeral Directors Association and the Conference of Funeral Service Examining Boards as the Joint Committee on Mortuary Education. The present title was adopted in 1959.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Chairperson
Dale Stroud
Department of Mortuary Science, University of Minnesota

The Committee on Accreditation was established in 1970 as the Commission on Schools. The present title was adopted in 1979.

RECOGNITION STATUS: Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs in funeral service education on the certificate, associate degree, and baccalaureate degree levels. Geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS/PROGRAMS:
36

MEMBERSHIP: The Committee on Accreditation consists of:

3 representatives from private institutions of funeral service education
3 representatives from public institutions of funeral service education
1 representative from the National Funeral Directors Association
1 representative from the Conference of Funeral Service Examining Boards
1 public member
9 TOTAL

All members are appointed by the American Board. Term of membership is two years with two consecutive terms permitted.

ACCREDITATION AND LICENSURE: A diploma from an accredited school is required for licensure in 45 states and the District of Columbia. In Ohio, accreditation is not required although only conference accredited schools are presently approved.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To apply and be considered for candidacy for accreditation, an institution must have:

(1) Employed a chief administrative officer or director, or have appointed an administrative officer from its own ranks, charged with the responsibility of developing the program until such time as a qualified director can be designated.

(2) Established an adequate financial base or funding commitment for a program of funeral service education.

(3) Submitted to the administrator of the American Board a completed Application for Candidacy Status form, accompanied by the fee specified in the schedule of fees, along with evidence of basic planning, including a feasibility study.

ACCREDITATION STANDARDS AND GUIDELINES:

"Criteria for Accreditation" in *MANUAL OF CRITERIA AND PROCEDURES FOR ACCREDITATION*, 1979.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: The institution meets the eligibility requirements for candidacy; maximum term is one year and is renewable.

Initial Accreditation: The institution has satisfactorily completed candidacy status and presents evidence of compliance with standards and requirements for accreditation; maximum term is one year.

Accreditation: The institution presents evidence of compliance with accreditation standards and procedures; maximum term is one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Candidacy Withheld: The application for candidacy or initial accreditation may be withheld by a deferral or a denial. A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the institution to correct certain deficiencies. A denial is a final decision which is subject to a request for review by the Committee on Accreditation and subsequent appeal to the board.

Warning: When the committee finds that an institution has pursued a course deviating from the board's criteria or policies to an extent that gives concern to the committee, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities within a stated period of time. A warning does not affect the candidacy or accredited status of the institution.

Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the Committee on Accreditation, including a warning, or when it deviates significantly from accrediting criteria or policies, but not to such an extent as to warrant a show cause order or the withdrawal of candidacy or accreditation, it may be placed on probation for a specified period of time.

Show Cause Order: When the committee finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the committee, the committee may ask the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof rests on the institution to demonstrate why its candidacy or accreditation should be continued.

Revoke Candidacy or Terminate Accreditation: If, in the judgment of the committee, an institution has not satisfactorily explained or corrected matters of which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated. In such a case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation.

THE ACCREDITING PROCESS:

(1) A self-study is required of every institution/program applying for initial or continuing accreditation.

(2) An on-site evaluation team visit follows the submission of the self-study report. The average team consists of three members including the chairperson, one member who has been actively engaged in teaching or administration for a period of not less than five years in institutions accredited by the American Board, and one funeral service licensee who has been actively engaged as a funeral service practitioner for a period of not less than five years. The duration of the visit is two days. An evaluation fee of $500 is charged to help defray the expenses of the visit.

(3) The Committee on Accreditation reviews at its annual or special meeting the report of the evaluation team and all pertinent material. The institution is notified of its right of appearance before the committee at the time its accreditation is being considered. Each institution is encouraged to exercise its right of appearance.

(4) The institution is notified of the final action taken by the committee within thirty days of the date of such action. In all cases of negative action, the committee gives the institution written reason for its decision.

(5) An institution may appeal an adverse decision of the Committee on Accreditation to the American Board under its published policies and procedures.

PROCEDURES REQUIRED OF INSTITUTION/PROGRAMS HOLDING CANDIDATE OR ACCREDITATION STATUS: Each institution/program is required to file an annual renewal form.

FEES AND DUES:

Candidacy fee	$500
Renewal of candidacy fee	300
Initial accreditation fee	1000
Annual renewal of accreditation fee	400
Evaluation visitation fee	500

AMERICAN CHEMICAL SOCIETY

1155 16th STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-872-4600

Executive Director
  Raymond P. Mariella
President
  James D. D'Ianni
  860 Sovereign Road, Akron, Ohio 44303

The American Chemical Society was founded in 1876.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON PROFESSIONAL TRAINING
Secretary
  Bonnie R. Blaser
Chairman (1979)
  Harry S. Mosher
  Professor, Department of Chemistry, Stanford University, Stanford, California

The Committee of Professional Training was established as the Committee for Accrediting Educational Institutions by resolution of the ACS Council in 1936. The present title was adopted in 1946.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Approves baccalaureate programs in chemistry. Geographic scope is national.

NUMBER OF APPROVED PROGRAMS:
551

MEMBERSHIP: The Committee on Professional Training consists of twelve members, a secretary, and an assistant secretary. Members are usually appointed for three-year terms. All appointments and re-appointments are made jointly by the chairman of the ACS Board of Directors and the president of the society with the advice of the ACS Committee on Committees. The members of CPT are experienced scientists and educators chosen to represent different fields of chemistry and points of view as well as various types of academic and non-academic institutions concerned with chemical education and the chemical sciences.

APPROVAL AND PROFESSIONAL MEMBERSHIP: Graduates of approved programs may be certified to the society for membership purposes by the chairman or head of the chemistry department at the approved institution. Certified graduates are eligible to become members of the society after graduation. Other chemistry graduates may become associate members after graduation and members after three years of professional experience in chemistry or chemical engineering.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The committee requests evidence of the following prior to evaluation for approval:

(1) Accreditation by the regional association.

(2) A suitable, stable organization of the chemistry program. The program organization, size and quality of the staff, curricular offerings in chemistry and the educational facilities available for the program must have become established, and the program must have produced at least one class of baccalaureate graduates.

(3) Completion of a self-study by the institution of its educational program in chemistry.

(4) An invitation by the principal administrative officer of the institution for the society to cooperate in an evaluation of the chemistry program.

APPROVAL STANDARDS AND GUIDELINES:

UNDERGRADUATE PROFESSIONAL EDUCATION IN CHEMISTRY: CRITERIA AND EVALUATION PROCEDURES, December, 1977.

APPROVAL CLASSIFICATIONS:

Approval and Continuing Approval: Granted to programs which meet accrediting criteria; maximum term is five years.

Approval Continued on Conditional Basis: Granted when there have been major changes in a program and more time is needed to evaluate the results.

Probationary Approval: Granted whenever significant changes have occurred in the chemistry department and/or program that in the judgment of the committee might prevent the institution from offering a program that meets the society's criteria. A period of time—usually not to exceed twelve months—is allowed the institution to correct the deficiencies and to bring the program back into compliance with the criteria.

ADVERSE APPROVAL ACTIONS/DECISIONS:

Deferral: Granted to programs applying for initial approval until specific additional information is provided or to allow an adequate period of time for the institution to implement planned or suggested improvements in the program.

Approval Withheld: Granted to a program which does not meet the approval criteria nor does it appear that program changes could be achieved within a reasonable period of time to qualify for approval.

Approval Withdrawn: An institution is placed on probationary status prior to a decision to withdraw approval. If compliance is not achieved within a prescribed period, a complete re-evaluation of the program, including an on-site visit by an associate, is required unless the chief administrative officer of the institution indicates to the committee that the institution is no longer in a position to give a program that meets the society's criteria and prefers under the circumstances not to proceed with the re-evaluation. In such cases approval of the institution is withdrawn. Approval is also withdrawn if, upon completion of the on-site visit and full re-evaluation, it is clearly evident that the program does not meet the criteria of the society, and the institution is unable to assure the committee of its ability to correct program deficiencies before the beginning of the next academic year.

THE APPROVAL PROCESS:

(1) It is the practice of the committee to hold an informal conference with the person in charge of the chemistry program as a prelude to its formal evaluation.

(2) If the informal review indicates that a formal evaluation would be timely or if one is specifically requested by the institution, a formal evaluation is made. For this purpose, the committee utilizes the self-study report prepared by the program and any further information or documentation that results from the informal conference.

(3) An initial evaluation always involves an on-site visit to the institution by a visiting associate of the committee. The visit normally requires one to two days. Expenses for the visit are borne by ACS.

(4) The committee reviews the self-study report, all additional material and, in the case of an initial evaluation, the report of the visiting associate.

(5) Notification of the approval action of the committee is forwarded to the chief executive officer of the institution and the person in charge of the chemistry program.

(6) An institution may petition for review of an adverse decision if it believes that the committee has not adhered to its own established policies and procedures or has failed to consider all of the evidence and documentation presented during the evaluation.

(7) Upon receipt of a petition and supporting information, the committee reviews the matter and reports its findings to the institution.

(8) Every institution has the right to appeal the committee's decision to an independent Appeals Board, according to established policies and procedures.

PROCEDURES REQUIRED OF APPROVED PROGRAMS: Approved institutions are expected to report annually to the committee any significant changes in staff, equipment, and/or curricula; to provide information about the numbers and types of degrees granted in chemistry; and to certify those baccalaureate graduates who have completed a program that meets the criteria of the Society.

FEES AND DUES: All approval costs are borne by the American Chemical Society.

AMERICAN COUNCIL FOR CONSTRUCTION EDUCATION

103 SOUTH 4TH STREET, SUITE 6, BOX 1266
MANHATTAN, KANSAS 66502
TELEPHONE: 913-776-1544; 913-532-5964

Alternate Address

1140 N.W. 63, GLENBROOK CENTRE, SUITE 511
OKLAHOMA CITY, OKLAHOMA 73116
TELEPHONE: 405-845-5531

Executive Vice President and Managing Director
Eugene Thorson
President
Gerald McLindon
Dean, College of Environmental Design, Louisiana State University

The American Council for Construction Education was founded in June, 1974, having as the original members of incorporation the American Institute of Constructors, the Associated Schools of Construction, the Associated Builders and Contractors, the Associated General Contractors Education and Research Foundation, the American Road Builders Association, the Mechanical Contractors Association, the National Constructors Association, and the National Electrical Contractors Association.

POSTSECONDARY ACCREDITING BODY:
BOARD OF TRUSTEES:

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits four-year baccalaureate programs in construction, construction science, construction management, construction technology; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
7

MEMBERSHIP: The Board of Trustees is composed of:

6 members from accredited institutions/programs
7 professional practitioners
2 members from related associations
2 public members
1 student member
18 TOTAL

All members are appointed by the Board of Trustees for one-year terms. There is no restriction on the number of consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional membership in the Council.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be considered for accreditation, a program in construction education must:

(1) Be located in an institution of higher learning which has been accredited by the appropriate Regional accrediting agency.

(2) Have been in operation long enough to permit an objective evaluation of its educational program.

(3) Offer a baccalaureate program of no less than four years with major emphasis on professional construction education.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS AND GUIDELINES FOR THE ACCREDITING OF CONSTRUCTION EDUCATION PROGRAMS AT THE BACCALAUREATE LEVEL

ACCREDITATION CLASSIFICATIONS:

Accreditation: Granted to programs which demonstrate compliance with accrediting standards and requirements. Maximum term is five years.

Probationary Accreditation: When an accredited program fails to maintain acceptable standards, it may be placed on a two-year probationary accreditation status, after which another full accreditation visit must be scheduled.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Denial of Accreditation: If program applying for initial accreditation doe not evidence compliance with standards and guidelines, accreditation will be denied. In the event that initial accreditation is denied, an institution does not reapply for an accreditation visit until all noted deficiencies have been corrected.

Revocation of Accreditation: If, after a two-year probationary accreditation, the education unit fails to achieve the required standards, the accreditation may be revoked and further accreditation will not be considered until the education unit can demonstrate that it was achieved the requisite standards.

THE ACCREDITING PROCESS:

(1) The construction unit submits to the ACCE Committee on Accreditation a self-evaluation report following the form currently in use for this purpose.

(2) The Chairman of the Committee on Accreditation or a member of the committee designated by the chairman reviews the self-evaluation report and other information on hand and informs the president of the Board of Trustees if a visit to the institution is warranted.

(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation report. The average team consists of three members and may be accompanied by one to three observers. A generalist appointed by the regional accrediting association may also be a member of the team if the institution so requests. The duration of the visit is two to three days. Expenses are borne by the host institution and average approximately $275 per team member.

(4) A draft report of the team's visit is forwarded to the chief executive officer of the institution and to the construction education administrator to allow them the opportunity to review and check the report's accuracy and to file any supplemental material deemed appropriate to respond to facts and conclusions set forth in the draft report.

(5) The visiting team submits the final report of its appraisal of the construction education program and recommendations concerning its accreditation to the ACCE Committee on Accreditation. After review of the report and recommendations, the committee makes a recommendation to the Board of Trustees for formal action.

(6) If the recommendation is for an adverse decision, the president of the board notifies the chief officer of the institution of this fact and that it will be discussed at the annual meeting of the board. The purpose of this informal notification is to permit the

construction unit a right to request a re-examination or reconsideration of the recommendation and submit to, or appear before, the Committee on Accreditation with additional facts and information prior to the annual meeting or such other meeting of the Board of Trustees at which final action on accreditation is taken. It also permits the institution to withdraw its request for accreditation prior to final action by the board.

(7) Following the meeting of the Board of Trustees at which action has been taken on the status of accreditation, the president writes to the chief executive officer of the institution, with copies to other appropriate persons, including the regional accrediting association, advising them of the ACCE board action. A copy of the final report is sent to the chief executive officer of the institution, the construction education administrator, and the administrator to whom the construction education administrator reports, with additional comments, emphasizing the appraisal of strengths and weaknesses, including any recommendations the Board of Trustees wishes to make.

(8) The institution has the right to appeal any recommendation on an adverse accreditation status.

PROCEDURES REQUIRED OF ACCREDITED UNITS: Between visitations, the institution is required to report to ACCE any significant changes which have taken place in the unit since the last evaluation. In the third year after accreditation, the institution must submit a complete report indicating the steps taken to meet the recommendations made in the accreditation report.

FEES AND DUES: The required fee for an initial evaluation is $1000. If the construction education unit is accredited, a yearly charge of $200 is assessed.

AMERICAN COUNCIL ON EDUCATION FOR JOURNALISM

President
  Don Carter
  Vice-President, Knight-Ridder Newspapers, Miami, Florida
Secretary-Treasurer
  Milton Gross
  Associate Dean, School of Journalism, University of Missouri, Columbia

The American Council on Education for Journalism was established in 1945. Member organizations are: American Association of Schools and Departments of Journalism, American Newspaper Publishers Association, American Society of Journalism School Administrators, American Society of Newspaper Editors, Associated Press Broadcasters Association, Associated Press Managing Editors, Association for Education in Journalism, Broadcast Education Association, Inland Daily Press Association, International Association of Business Communicators, International Newspaper Advertising Executives, Magazine Publishers Association, National Association of Broadcasters, National Conference of Editorial Writers, National Newspaper Association, National Press Photographers Association, Public Relations Society of America, Radio-Television News Directors Association, Society of Professional Journalists/Sigma Delta Chi, Southern Newspaper Publishers Association, Western Newspaper Foundation, Women in Communications, Inc.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMITTEE
563 ESSEX COURT
DEERFIELD, ILLINOIS 60015
TELEPHONE: 312-948-5840
Executive Secretary
  Baskett Mosse

Chairman
Robert L. Jones
School of Journalism and Mass Communications, University of Minnesota, Minneapolis

The Accrediting Committee was established in 1946.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Evaluates and accredits professional programs (sequences) at both the undergraduate and master's degree levels. Geographic scope is national.

NUMBER OF ACCREDITED SEQUENCES:
117, at 80 schools

MEMBERSHIP: The Accrediting Committee consists of:

10 elected educators
7 elected professionals

Representatives are elected by the council on the basis of their professional and educational experience and leadership. Term of membership is three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:
(1) Sequences and units (departments, divisions, schools, or colleges) are evaluated and accredited.
(2) The sequence and unit must be located in an institution with a four-year regionally accredited program in liberal arts and sciences.

ACCREDITATION STANDARDS AND GUIDELINES:
"Accredited Journalism and Mass Communications Education", 1979-80.
"Preparing for Journalism and Mass Communications Accreditation", 1979.

ACCREDITATION CLASSIFICATIONS:
Provisional Accreditation: Applies to sequences for which accreditation is sought for the first time, but which have

deficiencies that, in the opinion of ACEJ, may be corrected within one year.

Probationary Accreditation: Applies to sequences for which re-accreditation is sought but which have deficiencies that, in the opinion of ACEJ, may be corrected within one year.

Full Accreditation: Applies to sequences which meet the standards for accreditation. Maximum term is six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be deferred, denied, or withdrawn after full consideration and according to due process if, in the opinion of ACEJ, the sequence does not meet accrediting standards.

THE ACCREDITING PROCESS:

(1) An institution may request the council to evaluate and accredit professional sequences at the undergraduate baccalaureate degree level and at the professional master's degree level.

(2) A pre-visit report and a self-study, the format for which is provided by the office of the executive secretary, must be submitted.

(3) An on-site visit by an evaluation team follows the submission of the pre-visit report and the self-study. Members of the visiting team are selected by the Accrediting Committee and include educators and professionals. An expert in each sequence of study for which evaluation is requested is included on the team. The team averages about four members. The length of the visit is two days.

(4) A written report of the team's visit is left with the host institution at the close of the visit. The chief executive officer of the institution and the journalism school administrator are invited by the visiting team chairman to provide supplementary materials, corrections of fact, and expressions of opinion.

(5) The report, and accompanying institutional response, is forwarded to the Accrediting Committee for consideration and then to a full meeting of ACEJ for final action regarding the granting or withholding of accreditation.

(6) A copy of the visitor's report is sent to the school or department administrator, the administrator to whom he reports, and to the president or highest administrative officer of the institution.

(7) Notification of the accreditation decision is forwarded to the president of the institution approximately four months following the team visit.

(8) ACEJ publishes a statement of policies and procedures for the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SEQUENCES: An on-site visit every six years.

FEES: Accreditation fees for 1979-80 are $300 for the unit, plus $1,200 for a single undergraduate and $1,800 for a single graudate sequence, and $500 for each additional sequence. Schools without currently accredited sequences must pay an application fee of $100 when ACEJ is invited to conduct an evaluation. The $100 will apply on the fee for the first (or single) sequence when the evaluation is made. If the school cancels the evaluation after it has been scheduled, the $100 application fee will not be refunded. In the event a school requests an evaluation at a time differing from the ACEJ national schedule, and the request is approved, the school shall stand the full cost of the visit if the cost exceeds the normal accreditation fees. When a school from which accreditation has been withheld requests an immediate revisit, the school must also pay the full cost of the visit if the cost exceeds the normal accreditation fees. An evaluation will not be made unless all accreditation fees are paid.

AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

ONE EAST WACKER DRIVE
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-467-6222

Executive Director
  Daniel A. Nona
President
  Max W. Eggleston
  Practitioner

The American Council on Pharmaceutical Education was established in 1932 by the National Association of Boards of Pharmacy, American Association of Colleges of Pharmacy, and the American Pharmaceutical Association.

SCOPE OF RECOGNITION: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to programs leading to the first professional degree (baccalaureate or doctorate) in pharmacy.

NUMBER OF ACCREDITED PROGRAMS:
72 baccalaureate in pharmacy programs
17 doctor of pharmacy programs

MEMBERSHIP: The council is composed of ten members as follows:

- 3 representatives appointed by the American Association of Colleges of Pharmacy
- 3 representatives appointed by the American Pharmaceutical Association
- 3 representatives appointed by the National Association of Boards of Pharmacy
- 1 representative appointed by the American Council on Education

Two additional public members serve in an advisory, non-voting capacity.

Term of membership is six years with no specified policy concerning the number of consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional/program membership in the American Association of Colleges of Pharmacy.

ACCREDITATION AND LICENSURE:

Statutary or regulatory requirements in all states include graduation from an accredited pharmacy degree program as a prerequisite for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The professional programs of an existing college of pharmacy in order to be eligible for accreditation must be a part of an established independent college of pharmacy or a college or school within a university or other regularly incorporated or legally empowered educational institution which meets the standards of the council.

Programs in new colleges and planned colleges and new programs in existing colleges must show evidence of reasonable assurance of meeting the council's standards for accreditation.

While the council does not require regional accreditation to be eligible for ACPE accreditation, the seeking of such accreditation is encouraged. Colleges of pharmacy that are a part of a university or comparable institution which has lost its regional accreditation will be re-investigated by the council to determine the effect of such accreditation loss on its programs and appropriate action will be taken.

ACCREDITATION STANDARDS AND GUIDELINES:

"Accreditation Standards" in *ACCREDITATION MANUAL*, Seventh Edition, Second Printing, 1979.

ACCREDITATION CLASSIFICATIONS:

Preliminary Candidate for Accreditation: Applies to projected new colleges of pharmacy in the planning stages which have no students but which have a dean or other full-time planning officer. Status applies until students are admitted.

Candidate for Accreditation: Applies to new colleges of pharmacy that have students in one or more professional undergraduate programs but have not had a graduating class. Maximum term is two years.

Accreditation: Applies to colleges/programs which meet accrediting criteria. Maximum term is six years.

Probationary Accreditation: Applies to colleges of pharmacy whose professional programs fail to meet minimum standards. The institution is requested to "show cause" within six months why such probationary action should not be made public. If the probationary status is made public, such status may be removed through evidence, presented in writing or in person at a council meeting, that the noted deficiencies have been corrected.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

The council may fail to accredit or fail to continue to accredit a program/institution which does not exhibit compliance with the accrediting standards.

THE ACCREDITING PROCESS:

(1) Colleges applying for precandidate, candidate, or initial accreditation status are required to file an application, accompanied by an application fee.

(2) Colleges applying for re-affirmation of accreditation are required to submit a self-study according to guidelines contained in "A Guide for Self-Study of Colleges of Pharmacy".

(3) An on-site visit by a team of examiners follows the submission of the self-study. Ordinarily, at least two representatives of the council visit a college during a period of three days or more. When feasible, the size of the examining group is increased to assure the presence of a pharmacy practitioner as well as an educator. In addition, a representative of the state board of pharmacy may be invited to participate in the examination. One or more persons may be present as generalists or observers representing a regional accrediting agency if it is mutual desire of the regional agency and the President of the institution being examined. Regularly scheduled re-examination visits are made without cost to accredited colleges.

(4) The examiners file a report of their findings and their recommendations with the secretary of the council and with the proper representatives of the regional accrediting agency, when one is involved in the examination. The report includes comments on the institution's areas of strength, on the areas needing improvement, and on suggested means for improvement.

(5) Before action is taken by the council, the secretary transmits the examiners' report to the president of the institution and to the dean of the college for information, review of factual accuracy, and comment.
(6) The council considers the report formally at its next meeting.
(7) A copy of the report and notice of action taken by the council is sent to the president of the institution, to the dean of the college and to the secretary of the state board of pharmacy approximately three months following the examiners' visit.
(8) In the event the council fails to accredit or reaffirm accreditation, the institution may appeal the decision of the council to an Appellate Commission according to the council's statement on policies and procedures of appeal.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: Before November 1 of each year, each accredited college is asked to send a copy of the annual catalog and to submit a report showing changes made during the preceding year along with certain current data. This report is designed to give evidence of maintenance of the standards for accreditation and to provide a record of progress made in the development of the educational program of the college. Data requested ordinarily include: figures for student enrollment and degrees granted; changes in policy, curriculum and personnel; improvements in plant, equipment, and library; staff publications; and self-studies.

FEES:

Application fee	$2,000-$3,000
Re-accreditation fee	$2,000

(Both fees include travel costs of evaluation team.)

AMERICAN DENTAL ASSOCIATION

211 EAST CHICAGO AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-440-2500

Executive Director
John M. Coady
President
I. Lawrence Kerr

The American Dental Association was established in 1859.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON DENTAL ACCREDITATION
Secretary
Thomas J. Ginley
Chairperson
William E. Brown
Dean, College of Dentistry, University of Oklahoma

From the early 1940's until 1975, the Council on Dental Education was the agency of the American Dental Association charged with accrediting authority and recognized as the national accrediting organization for dentistry and related educational programs. On January 1, 1975 the council's accreditation authority was transferred to a newly-created and expanded agency, the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs. In 1979, the name of the agency was changed to the Commission on Dental Accreditation.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: The commission accredits: (1) dental education programs; (2) dental specialty programs and general practice residency programs; (3) dental hygiene education programs; (4) dental assisting education programs; and (5) dental laboratory technology education programs. Dental auxiliary education programs culminate in certificates/diplomas, associate degrees, or baccalaureate degrees. Dental education programs culminate in the first professional degree (D.D.S. or D.M.D.). Geographic scope includes the United States. A reciprocal agreement with the Council on Education of the Canadian Dental Association provides for recognition of Canadian educational programs accredited by that agency.

NUMBER OF ACCREDITED PROGRAMS:

60 Dental Schools
482 Specialty Programs
268 General Practice Residency Programs
298 Dental Assisting Programs
197 Dental Hygiene Programs
56 Dental Laboratory Technology Programs

MEMBERSHIP: The 20-member Commission on Dental Accreditation consists of: 4 dental educators selected by the American Association of Dental Schools; 4 dental examiners selected by the American Association of Dental Examiners; 4 dental practitioners elected by the American Dental Association; 1 dental hygienist selected by the American Dental Hygienists' Association; 1 dental assistant selected by the American Dental Assistants Association; 1 dental laboratory technologist selected by the Council on Dental Education; 1 student representative selected jointly by the American Student Dental Association and the American Association of Dental Schools Council of Students; 2 dental specialists selected by one of the eight specialty organizations on a rotational basis; and 2 public members.

Term of membership is three years with two consecutive terms permitted. However, student and specialty representatives are appointed for one two-year term.

ACCREDITATION AND LICENSURE: Dentists and dental hygienists must be graduates of an accredited program to be eligible for state licensure. However, exceptions are made for graduates of foreign dental programs.

ELIGIBILTIY REQUIREMENTS FOR APPLICATION: A school of dentistry is expected to be a component of a recognized institution or system of higher education. The institution housing the dental or dental auxiliary program must be accredited by its regional accrediting association, an agency recognized by the U.S. Office of Education, or an officially recognized state accrediting agency. Such requirement does not apply to dental specialty and related educational programs which are offered by hospitals.

ACCREDITATION STANDARDS AND GUIDELINES:

REQUIREMENTS FOR ADVANCED SPECIALTY EDUCATION PROGRAMS, December, 1978.

REQUIREMENTS AND GUIDELINES FOR DENTAL EDUCATION PROGRAMS, May, 1978.

REQUIREMENTS AND GUIDELINES FOR ACCREDITED DENTAL HYGIENE PROGRAMS, August, 1975.

REQUIREMENTS AND GUIDELINES FOR ACCREDITED DENTAL LABORATORY TECHNOLOGY EDUCATION PROGRAMS, 1975.

REQUIREMENTS AND GUIDELINES FOR ACCREDITED DENTAL ASSISTING EDUCATION PROGRAMS, January, 1977.

ACCREDITATION CLASSIFICATIONS: The following accreditation classifications apply to programs which are not fully operational:

Accreditation Eligible: An accreditation classification granted to any program which is in the planning or early stages of development or any intermediate stage of program implementation. This classification provides evidence that, at the time of evaluation, the developing education program appears to have the potential for meeting the standards set forth in the *Requirements* for an accredited educational program for the specific occupational area. When "accreditation eligible" status is granted to a developing dental hygiene program, it is in effect through the projected initial enrollment date. However, if enrollment is delayed, the status will be subject to reconsideration.

Preliminary Provisional Approval: An accreditation classification utilized to grant initial accreditation to an advanced dental, dental assistance or dental laboratory technology educational program based on the review of a commission application and survey manual. This classification is granted to assure the educational institution and other agencies that the program is developing or has developed according to the *Guidelines* established by the commission. This classification provides assurance of candidate eligibility for certification programs. This status is granted for a maximum of eighteen months.

The following accreditation classifications apply to programs which are fully operational, having students enrolled in each year of the program:

Approval: An accreditation classification granted to an educational program indicating that the program in general achieves or exceeds the basic requirements for accreditation. Maximum term is seven years.

Conditional Approval: An accreditation classification granted to an educational program indicating that specific deficiencies or weaknesses exist in one or more basic areas of the program. The deficiencies or weaknesses are considered of such a nature that they can be corrected in a reasonable length of time which is ordinarily defined as a period not to exceed two years.

Provisional Approval: An accreditation classification granted to an educational program indicating that the program has a number of major deficiencies or weaknesses in one or more specific areas. The deficiencies or weaknesses are considered to be of such magnitude that, if not corrected, withdrawal of the program's accreditation will result. Evidence of significant progress must be demonstrated within one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Denial or Revocation of Accreditation: The commission notifies the program of its findings and proposed decision before rendering a final decision to deny or revoke the accreditation of a program. Upon receipt of the notice to deny or revoke accreditation, the program has the right to a hearing before the commission and may be represented by counsel. The purpose of the hearing is to offer evidence which will tend to explain, mitigate, and/or refute the findings of the commission. Upon conclusion of the hearing the commission renders its final decision relative to the accreditation of the program.

THE ACCREDITING PROCESS:

(1) A comprehensive self-survey report, prepared according to a prescribed format, is required of every program seeking any type of initial accreditation or reaffirmation of accreditation.

(2) An on-site visit by an evaluation committee follows the submission of the self-survey report. The size of the team varies according to the type of the program and other factors. However, a visiting committee to dental schools usually averages about 15 members; to dental hygiene programs, dental assisting programs,

and dental laboratory technician programs about 3 members. One or two staff members accompany the team for dental and most dental auxiliary programs and serve as committee secretary. For dental school and dental hygiene program site visits, the commission invites a representative from the dental examining board of the state to participate with the committee as the State Representative. The commission also welcomes and encourages on dental school visits representation from the appropriate regional accrediting agency if requested by the institution. Costs of the visit are borne by the American Dental Association.

(3) At the direction of the site visit committee, a preliminary report is written by the commission staff member. After review by all members of the visiting committee, a copy of the report is sent to the dean or the appropriate institutional official for factual review prior to official commission action.

(4) All evaluation reports are reviewed by special committees appointed by the commission before they are approved by the commission. The commission has the privilege of modifying or changing the report and may recommend that less stringent or more stringent recommendations be approved.

(5) The commission makes an accreditation decision and the final report is submitted to the institution. The report outlines findings and conclusions in the areas of strength, areas needing improvement, and recommendations or suggested means for improvement.

(6) In the event of an adverse decision by the commission (denial or revocation of accreditation), the program may appeal the decision according to the published policies and procedures of the commission.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs are monitored through assessment of information provided in the annual survey of dental, dental auxiliary, and advanced dental programs.

FEES: All accreditation costs are assumed by the American Dental Association.

AMERICAN DIETETIC ASSOCIATION

430 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5040

Executive Director
  Clara Zempel
President (November 1, 1979 thru October 31, 1980)
  Esther Winterfeldt
  Professor and Head, Department of Food, Nutrition and Institution Administration, Oklahoma State University

The American Dietetic Association was established in 1917.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON EVALUATION OF DIETETIC EDUCATION
Coordinator
  Gloria Archer
Chairman (November 1, 1979 thru October 31, 1980)
  Colonel Mary V. Baggan
  Director, Food Service, Walter Reed Army Medical Center, Washington, D.C.

The Commission on Evaluation of Dietetic Education was established as an approval body in 1927 under the title The Dietetic Internship Board. It became a recognized accrediting agency with the current title in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to coordinated undergraduate programs in dietetics (which combines didactic and clinical experience within a four-year baccalaureate degree program) and to post-baccalaureate degree internship programs (clinical experience programs of six to twelve months); geographic scope includes U.S. and territories.

NUMBER OF ACCREDITED PROGRAMS: 68 baccalaureate degree coordinated programs; 71 post-baccalaureate degree internship programs.

MEMBERSHIP: The Commission on Evaluation of Dietetic Education (CEDE) consists of:

7 elected members representing the types of programs which prepare dietary practitioners (as determined by CEDE)
4 professional practitioners appointed by the president-elect of The American Dietetic Association
2 public members appointed by the president-elect of The American Dietetic Association
13 TOTAL

Professional members are selected according to the following criteria:
(1) Members of CEDE represent divergent areas of the profession of dietetics.
(2) CEDE representatives should be from different areas of the U.S.
(3) CEDE members should: (a) be registered by the Commission on Dietetic Registration; (b) show evidence of professional leadership, (c) be currently employed in dietetic practice; (d) be interested in quality educational programs for dietitians; (e) be willing and able to devote the time required (an average of eight to twelve hours per week) to prepare a thorough review and evaluation of internship and CUP accreditation materials and to actively assist with all projects undertaken by CEDE; (f) have available time for travel to attend a minimum of two CEDE meetings and a site visitors' workshop yearly.
(4) CEDE members may not serve simultaneously on other groups within the ADA that may represent a conflict of interest with accrediting activities.

Public members are selected according to the following definition in section 149.2 of the *Federal Register:* "Representatives of the public" means representatives who are laymen in the sense that they are not educators in, or members of, the profession for which the students are being prepared, nor in any way are directly related to the institutions or programs being evaluated.
Term of membership is three years with one term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: All programs must be based in institutions which are accredited by their regional or other appropriate accrediting agencies. All programs must be in substantial compliance with the Essentials.

ACCREDITATION STANDARDS AND GUIDELINES:

ESSENTIALS FOR COORDINATED UNDERGRADUATE PROGRAMS IN DIETETICS WITH SELF-STUDY GUIDE, Nov. 1976.

DIETETIC INTERNSHIP POST BACCALAUREATE ESSENTIALS FOR THE EDUCATION OF THE DIETITIAN WITH SELF-STUDY GUIDE, April 1977.

ACCREDITATION CLASSIFICATIONS:

Full Accreditation: Granted to a program that is in substantial compliance with established Essentials, has graduated at least two classes and has had a minimum of two site visits. Maximum term is five years.

Developmental Accreditation: Granted to a beginning program that has not graduated a class but is in sufficient compliance with the essentials, has had at least one site visit, and has plans for substantial compliance within a specified time. A program may remain on developmental accreditation no more than six years (after acceptance of first class) before accreditation is withdrawn or full accreditation is given.

Probational Accreditation: Granted to a program which has had full accreditation status but now is not in compliance with specific Essentials and/or other accreditation requirements. Deficiencies must be corrected within a specified time or accreditation will be withdrawn.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Not Accredited: Granted to a program that, in the judgment of CEDE, does not fall into any of the above three categories.

THE ACCREDITING PROCESS:

(1) A comprehensive self-study document is completed and forwarded to the CEDE coordinator as part of the initial accreditation process.

(2) A site visit follows the submission, review and approval of a satisfactory self-study document. The site visit team usually consists of two members. The average length of the visit is three days.

(3) A fee of $500 is assessed for each site visit prior to the granting of developmental accreditation. An annual accreditation

fee, which includes the site visit and other costs of maintaining accreditation, is assessed after the program's developmental accreditation has been granted.

(4) The report of the site visit is forwarded to the coordinator for review by the CEDE at their next regularly scheduled meeting.

(5) The program director or official representative of the institution may appear, at his own expense, before CEDE to answer questions or clarify issues before a decision is made regarding the program.

(6) A decision regarding accreditation status of the program is made at the CEDE meeting based on the program's self-study, the CEDE review chairman's summary report, and the site visitors' report.

(7) Notification of the accreditation decision is forwarded to the program director approximately 2-3 weeks following the site visit.

(8) A program may appeal the decision according to established *Appeals Board Procedures* (available from the ADA assistant executive director for education).

(9) For reaccreditation a program must prepare an updated self-study and have a site visit at least every five years. The self-study and site visit report are reviewed and a decision reached at a regularly scheduled CEDE meeting.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) To maintain program accreditation, a program must submit, annually, five copies of a progress report detailing changes in curriculum, facilities, staff, and other major aspects of the program.

(2) Special reports or additional information may be required after the review of the annual progress report by the CEDE.

(3) When there is a change in the directorship of an accredited program, the vita of the new director must be submitted promptly to CEDE. If the new director's credentials do not meet the stated Essentials, accreditation of the program will not be continued. The new permanent director must be appointed within one year. In case a permanent director is not appointed, an acting director who meets the qualifications for program director as stated in the Essentials must be appointed immediately.

FEES AND DUES: Self-study review fee—$300; initial site visit fee—$500; annual accreditation fee—$200.

AMERICAN HOME ECONOMICS ASSOCIATION

2010 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-862-8355

President
  Alberta D. Hill
  Dean, College of Home Economics, Washington State University
President-elect
  Em Riggs
  Administrator, California State Department of Education

The American Home Economics Association was established in 1909.

POSTSECONDARY ACCREDITING BODY:

COUNCIL FOR PROFESSIONAL DEVELOPMENT
Director, Office of Professional Education
  Sara Ayers Bagby
Chairman (1980-81)
  Hazel Anthony
  Dean, College of Home Economics, University of Nebraska
Chairman-elect
  Eleanor R. Frasier
  Chairman, Department of Home Economics, St. Louis Community College at Florissant Valley

The Council for Professional Development was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits home economics units having programs leading to a baccalaureate degree. Accreditation is for the unit as a whole considering all programs offered at the time of the self-study and the team visit. When programs are added or other substantive changes occur, the institution shall inform the CPD so that appropriate supplementary review and/or action may be taken. Geographic scope is national.

NUMBER OF ACCREDITED UNITS (1979):
60

MEMBERSHIP: Membership in the Council for Professional Development is as follows:

6 representatives of agency member units (AMU)
3 practicing professionals (non-college or university)
2 lay representatives
1 representative of the Board of Directors
1 chairman, Commission on Undergraduate Programs
1 chairman, Commission on Graduate Programs
1 chairman, Commission on Community and Junior Colleges
1 director of the Office of Professional Education (ex-officio without vote)
1 president-elect of AHEA (ex-officio, without vote)
17 TOTAL

The six representatives of agency member units are elected by the membership of the AMU for a term of three years, with two representatives elected each year. Other members are appointed by the AHEA committee on committees and approved by the Board of Directors. The term of office for the board and lay representatives is two years. AMU representatives, the practicing professionals, and the commission chairpersons serve three years with a proportionate number replaced each year. A maximum of two consecutive terms is permitted for all members.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for accreditation, an institution must first be accredited by its respective regional accrediting agency and have graduated students in home economics. Units that are ready to apply are those that have well-defined programs. A unit should not consider applying if: (a) significant modification is underway (or planned) either in the organization or a unit's parent institution or in the unit's program and (b) change is planned (or has recently taken place) in the unit's administration—for example, acting administrator.

ACCREDITING STANDARDS AND GUIDELINES:
CRITERIA AND GUIDELINES IN ACCREDITATION DOCUMENTS FOR UNDERGRADUATE PROGRAMS IN HOME ECONOMICS

ACCREDITATION CLASSIFICATIONS:
Accreditation: Granted to a unit which satisfactorily meets established criteria. Maximum term is ten years.

Provisional Accreditation: Granted to a unit which meets most criteria and shows evidence that accreditation can be achieved within a two-year time limit.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: An application for accreditation may be deferred or denied, after full deliberation by the council, and according to due process. Accreditation may be revoked if a home economics unit fails to satisfactorily meet the criteria as established by the CPD. Notice shall be given to the chief executive officer of the institution and to the home economics administrator that such action is contemplated and the reasons therefore. If, after an appropriate period of time, the inadequacies have not been corrected or the institution has failed to adequately justify such failure, procedures to revoke shall be implemented.

THE ACCREDITING PROCESS:
(1) An applying unit submits a complete application form, obtainable from the office of the association. The application fee is $200.

(2) A sub-committee of the Council for Professional Development determines if the unit is ready to be considered. A self-evaluation guide is then sent to the unit which conducts a self-study.

(3) A second Council subcommittee evaluates in detail the self-study report submitted by the unit. That sub-committee then presents its findings to the council for formal review.

(4) If the formal review indicates that the unit apparently meets the criteria, the council schedules a three-day visit to the unit by a team of evaluators chosen from the field. The average team consists of four members. On-site expenses for the visit are approximately $250 per team member and are paid by the institution. An accreditation fee of $750 covers transportation of the team to the site.

(5) A third council sub-committee makes an in-depth review of the site visit report and any addendum provided by the institution.

(6) Following a formal presentation to the council by that subcommittee, the council makes a decision concerning the unit's accreditation.

(7) The council's decision is communicated to the unit's administrator and to the president of the unit's parent institution within an average of six months from the date of the team's visit.

(8) The council publishes a formal statement on procedures of appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED UNITS: During the fifth anniversity year of accreditation, each institution with an accredited home economics unit is asked to submit an interim report. The report is designed to give evidence of maintenance of the accreditation standards and to provide a record or progress made in the development of educational programs in the unit. Data requested ordinarily includes: figures for student enrollment and degrees granted; changes in policy, curriculum, and faculty; improvement in plant, equipment, and library; and other changes which influence the quality of education for students.

ANNUAL DUES: The dues structure adopted in June, 1978 is as follows:

Bachelor Degrees Granted	Annual Dues
1-20	$ 50
21-50	125
51-90	150
91-150	225
151-300	250
Over 300	275

AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-944-6780

Executive Director:
Robert Wedgeworth
President (1979-80):
Thomas J. Galvin
School of Library and Information Sciences, University of Pittsburgh.
President (1980-81):
Peggy Sullivan
Assistant Commissioner for Extension Services, Chicago Public Library.

The American Library Association was established in 1876.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Accreditation Officer:
Elinor Yungmeyer
Chairperson:
Charles D. Churchwell
Dean, Library Services, Washington University, St. Louis, Missouri.

The Committee on Accreditation was established in 1924 as the Board of Education for Librarianship. The present title was assumed in 1956.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs of education for librarianship leading to the first professional degree in the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:
67

MEMBERSHIP: The Committee on Accreditation consists of twelve members (including two public members) who are appointed by the ALA Executive Board on recommendation of the president-elect (as chair of the ALA Committee on Appointments). Members of the COA are appointed for two-year staggered terms with one reappointment permissable. An attempt is made to appoint persons of sufficient maturity, seasoned judgment, personality, and professional prestige to qualify them as competent visitors and consultants at the institutions of higher education in which graduate programs of education for librarianship are offered. It is preferable that members of the committee should, at some time in their experiences, have demonstrated interest in professional education.

Public representatives should: (1) have attained obvious distinction and leadership in career activity and/or civic affairs; (2) have a long time interest in education and recognition of the importance of libraries in education; (3) be willing to serve on the committee in the light of the heavy time commitment; (4) neither studied library science nor been employed in a library; and (5) not served as a public library trustee nor a member of the American Library Association or other library associations.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A library school seeking initial accreditation for its first professional degree program may present its request for an evaluation visit any time when: (1) the program to be reviewed has been in operation long enough for students to have been graduated from it; and (2) the institution believes that the program meets the ALA standards for accreditation. All programs must be housed in institutions which are accredited by their regional associations.

ACCREDITING STANDARDS AND GUIDELINES:
STANDARDS FOR ACCREDITATION, 1972.

ACCREDITATION CLASSIFICATIONS:

Accreditation—Awarded to a program which gives evidence of full compliance with the Standards for Accreditation. Maximum term is 8 years.

Conditional Accreditation—Awarded to a program accredited under the Standards, which when revisited, displays a failure to maintain the Standards. Maximum term for correction of deficiencies is 2 years.

ADVERSE ACCREDITATION ACTION/DECISIONS: In case of denial or withdrawal of accredited status, the Committee on Accreditation will consider without prejudice a request for another evaluation visit to be scheduled not less than two years from the date of the COA action.

THE ACCREDITING PROCESS:

(1) A programmatic self-study, prepared according to a prescribed format, is required.

(2) An evaluation team visit follows the submission of a self-study. The team averages 4 members appointed by the COA staff. The average visit is 4 days in length. Estimated average cost per team member is $400-$500. The host institution is billed directly for the expenses of the visit.

(3) A written report of the team's visit is forwarded to the host institution and program prior to consideration by the COA.

(4) The host institution is provided an opportunity to make a written response to the team's report and also to send a representative to the meeting of the committee at which the report is considered.

(5) The host institution and program are notified of the accreditation decision approximately 3-5 months following the team visit.

(6) The committee publishes a formal policy statement on the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to file annual statistical, financial and program development reports. The COA may also request submission of periodic progress or other interim reports.

FEES: A $350 fee is charged at the time of an evaluation team site visit, in addition to the expenses of the visit.

AMERICAN MEDICAL RECORD ASSOCIATION

875 NORTH MICHIGAN AVENUE, SUITE 1850
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-787-2672

Executive Director
  Carolyn B. Cave
President
  Robert R. Zappacosta
  Director, Medical Record Department, Yale-New Haven Hospital, New Haven, Connecticut
President-Elect
  Iola G. Arnold
  Director, Medical Record Department, Lakeland General Hospital, Lakeland, Florida

The American Medical Record Association was established in 1928 as the Association of Record Librarians of North America. The present title was adopted in 1970.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION in collaboration with the AMRA EDUCATION AND REGISTRATION COMMITTEE
Associate Director, Academic Division
  Frances A. Hindsman
Chairperson
  Victoria Gregonis
  Director of Program Services, Great Brook Valley Health Center Worcester, Massachusetts

ACCREDITATION FUNCTION: The Education and Registration Committee of the AMRA is the review committee responsible for policy and decision-making relative to the accreditation of educational programs for medical record administrators and medical record technicians. The committee makes recommendations directly to the Committee on Allied Health Education and

Accreditation, American Medical Association (CAHEA-see p. 131), which is the final accrediting body.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation, as a review committee for CAHEA. Listed by the U.S. Office of Education, as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Programs in medical (health) record administration and medical (health) record technology. Geographic scope includes the United States and territories.

NUMBER OF ACCREDITED PROGRAMS:
48 medical record administration
75 medical record technology

MEMBERSHIP: The Education and Registration Committee is composed of:

4 members who are directors of accredited educational programs
4 members who are medical record administrator practitioners
1 member who is a medical record technician practitioner
3 members who represent related associations
1 public member
5 ex-officio members (3 staff and 2 AMRA officers)
18 TOTAL

Members are appointed by the AMRA President-elect and serve three-year terms.

ACCREDITATION AND CERTIFICATION: Graduation from a CAHEA/AMRA accredited educational program for medical record administrators or medical record technicians is required for certification as a registered record administrator (RRA) or an accredited record technician (ART).

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Educational programs for medical record administrators or medical record technicians which have been organized in compliance with the CAHEA/AMRA Essentials are eligible to apply.

ACCREDITATION STANDARDS AND GUIDELINES:
ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE MEDICAL RECORD ADMINISTRATOR, December, 1974.

ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE MEDICAL RECORD TECHNICIAN, December, 1976.

ACCREDITATION CLASSIFICATIONS:

Accreditation: The program is in substantial compliance with standards for accreditation. Maximum term is five years.

Accreditation with Qualifications: The program has deficiencies in compliance with accreditation standards which, however, are believed to be correctable; maximum term is three years.

Probationary Accreditation: The program fails to comply with several accreditation standards and there is question as to the ability of the program to provide an acceptable educational experience; maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withheld: This recommendation concerns a new program. Information contained in the application or the report of the visiting team indicates that the program, as currently planned or conducted, does not fulfill several major requirements specified in the essentials and that the deficiencies are not easily corrected.

Accreditation Withdrawn at the Request of the Institution: The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

Accreditation Withdrawn Because of Failure to Comply with Essentials: The sponsoring institution fails to show evidence of substantial compliance with the essentials within the specified probationary period. This recommendation is made when it is determined that all other possibilities have been exhausted and no other alternative is feasible. Notification of action by the AMA/CME is sent by registered mail. The sponsoring institution may appeal, in writing, through established channels, or may re-apply for accreditation as a new applicant at a later date.

A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an AMA accredited program.

THE ACCREDITING PROCESS:

(1) A self-evaluation report must be submitted by a program

applying for initial or continuing accreditation. The report, when completed, should reflect the degree to which the program determines that it meets the expectations established by the standards.

(2) An on-site visit by a survey team follows the submission of the self-evaluation report. The team is ordinarily composed of two members, a representative of CAHEA and a representative of the Education and Registration Committee. A third member may be included on occasion. If the institution wishes to have a general educator on the survey team, it may arrange for such a representative from the appropriate regional accrediting commission of higher education.

(3) A draft of the survey report is sent to the institution to provide opportunity to review the factual part of the report and comment on its accuracy before the report is submitted to the Education and Registration Committee.

(4) The committee reviews the report and makes a recommendation to CAHEA.

(5) CAHEA notifies the institution and AMRA of the accreditation action taken approximately three to six months following the visit. A copy of the final survey report is sent to the school.

(6) The institution may appeal a decision by submitting to CAHEA, in writing, the objections to the survey report together with supporting data or information related to the evaluation of the educational program. CAHEA refers the appeal to the Education and Registration Committee. If the situation warrants a second evaluation by a different survey team, a re-survey will be scheduled and final action taken after careful analysis of the findings.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: CAHEA annually provides a report form which must be completed, signed by the director of the educational program, and returned promptly.

FEES: The following fees are charged by the American Medical Record Association for accreditation services:

$300	payable upon receipt of application for accreditation
200	annual sustaining fee

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

6000 EXECUTIVE BOULEVARD
ROCKVILLE, MARYLAND 20852
TELEPHONE: 301-770-2200

Executive Director
  James J. Garibaldi
President
  Mae D. Hightower-Vandamm
  Executive Director, Delaware Curative Workshop, 1600 Washington Street, Wilmington, Delaware

The American Occupational Therapy Association was established in 1917 as the National Society for the Promotion of Occupational Therapy. The present title was adopted in 1923.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COMMITTEE
Coordinator, Accreditation
  Gail J. Licciardello
Chairperson
  Nancy V. Snyder
  Director, Occupational Therapy Services, Ohio State University Hospital, Ohio State University

The Accreditation Commission was established in 1935.

ACCREDITATION FUNCTION: The AOTA Accreditation Committee: (1) recommends to the Committee on Allied Health Education and Accreditation (CAHEA/AMA-See p.131) the appropriate action regarding the accreditation of basic professional educational programs in occupational therapy; (2) reports to the Representative Assembly, AOTA, upon actions taken; and (3) refers matters of concern through appropriate channels of the AOTA.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation as a review committee for CAHEA/AMA. Listed by the U.S. Office of Education as a review committee for CAHEA/AMA.

SCOPE OF ACCREDITATION: Educational programs for occupational therapists; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
69

MEMBERSHIP: The Accreditation Committee consists of:

1 chairperson, appointed by the chairperson, Standards and Ethics Commission
2 members representing basic professional field work education
2 members representing assistant level field work education
3 members representing occupational therapy baccalaureate programs
2 members representing assistant level academic education
1 member representing basic master's degree occupational therapy programs
4 members representing occupational therapy administration and/or areas of special expertise
2 members representing the public interest
17 TOTAL

Professional members have a minimum of five years' experience in occupational therapy or related fields with no less than three years in the area they represent. Public members represent the consumer (of educational and/or health services) and are selected on the basis of previous public service and special expertise. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND CERTIFICATION: In order to take the certification examination to become an occupational therapist, Registered, a student must graduate from an AOTA/CAHEA accredited program and complete a minimum of six months of supervised field work experience.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: General eligibility requirements are:
(1) The occupational therapy program shall be located in any of the following settings: (a) a college or university accredited by its regional association of colleges and secondary schools authorized

to grant the baccalaureate or higher degree and affiliated with accredited hospital(s) and/or community health care programs, facilities and agencies; (b) a medical school approved by the appropriate bodies, and having a liberal arts college affiliation, affiliation with accredited hospital(s) and/or community health programs, facilities and agencies; (c) in conjunction with a graduate school meeting the institution's criteria and affiliated with accredited hospital(s) and/or community health care programs, facilities and agencies.

(2) The occupational therapy program should be in full operation with a sufficient number of competent faculty members and with students who are at least on the junior level.

ACCREDITATION STANDARDS AND GUIDELINES:

ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE OCCUPATIONAL THERAPIST, June, 1973.

ACCREDITATION CLASSIFICATIONS:

Accreditation: The program is in substantial compliance with all Essentials for accreditation; term is generally five years.

Accreditation with Qualifications: The program has shortcomings or deficiencies in compliance with the essentials which, however, are believed to be correctable; qualification is usually expected to be fulfilled within one year.

Probationary Accreditation: Evidence is available to verify the existence of program characteristics which represent failure to be in substantial compliance with the essentials and which threaten the capability of the program to provide acceptable educational experiences for its students; maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withheld: An applying program, as currently planned or conducted, does not fulfill several major requirements specified in the essentials and the deficiencies are not easily correctable.

Accreditation Withdrawn:

(1) At Request of Institution: The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

(2) *Failure to Comply with Essentials:* The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an AOTA/CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) A programmatic self-study is required of all programs applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study report. The team is composed of two representatives of AOTA and two representatives of CAHEA/AMA. In addition, the host institution may request that a generalist, appointed by the regional association, participate in the visit. The usual duration of the visit is two and a half days. An assessment fee is charged to help defray expenses of the visit.

(3) A report of the team's findings is forwarded to the program director and institutional head and a response is requested before the Accrediting Committee takes action on the report.

(4) The Accreditation Committee makes a recommendation concerning the accreditation decision to the CAHEA/AMA.

(5) Notification of the accreditation decision is forwarded to the institutional head and program director by CAHEA/AMA.

(6) The institution may appeal an adverse decision, according to the established policies and procedures of AOTA/CAHEA/AMA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Annual statistical reports are requested from all programs holding any type of accreditation status.

FEES:

Initial review for new program	$100
Initial on-site evaluation	200
Annual fee	200
On-site re-evaluation fee	300

AMERICAN OPTOMETRIC ASSOCIATION

243 NORTH LINDBERGH BOULEVARD
ST. LOUIS, MISSOURI 63141
TELEPHONE: 314-991-4100

Executive Director
  Richard Averill
President
  Alvin Levin
  Practicing Optometrist

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON OPTOMETRIC EDUCATION
Executive Secretary
  Brian L. Andrew
Chairman
  Emile J. Bernard, Jr.
  Practicing Optometrist

The Council on Optometric Education was established in 1934 by the House of Delegates of the American Optometric Association.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to professional programs in optometry (O.D.), optometric technician programs (Associate degree level), and optometric residency programs; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:

14 professional optometric degree programs
9 optometric technician programs

MEMBERSHIP: The council is composed of nine members, including:

3 representatives of the American Optometric Association

2 representatives of the International Association of Boards of Examiners in Optometry
2 representatives of accredited schools and colleges of optometry
2 representatives of the lay public

All members are appointed by the president of the American Optometric Association with the advice and consent of the Board of Trustees. Professional Council members serve staggered terms of six years and may be reappointed for multiple terms. Public representatives are appointed for one-year terms, and may also be reappointed.

ACCREDITATION AND LICENSURE: All states require graduation from an accredited school or college of optometry for licensing as a practicing optometrist.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be eligible for accreditation, a school or college of optometry must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to educational purposes.

(2) Be legally authorized to confer the Doctor of Optometry degree upon its graduates in recognition of their successful completion of a four year professional program of study in optometry.

(3) Have employed a dean or other chief administrative officer.

(4) Have completed a self-study according to requirements.

(5) Apply for accreditation and meet the standards of the council.

To be eligible for accreditation, an optometric technicians' educational program must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to educational purposes.

(2) Be or be associated with an institution which is legally authorized to confer the associate of science or associate of arts degree upon its graduates.

(3) Have employed a director or other chief administrative officer.

(4) Have completed a comprehensive programmatic self-study according to requirements.

(5) Apply for accreditation and meet the standards of the Council.

ACCREDITATION STANDARDS AND GUIDELINES:

MANUAL OF EVALUATION REQUIREMENTS AND GUIDELINES: PROFESSIONAL OPTOMETRIC DEGREE PROGRAMS, July, 1976.

MANUAL OF EVALUATION REQUIREMENTS AND GUIDELINES: OPTOMETRIC TECHNICIANS' ASSOCIATE DEGREE PROGRAMS, April, 1978.

ACCREDITATION CLASSIFICATIONS:

Pre-Accreditation Classifications:

Reasonable Assurance: A pre-accreditation classification granted to an existing previously unaccredited school of optometry or to a proposed school which is in the early stages of planning prior to the enrollment of students, indicating that the educational setting, governing body, and organizational pattern appear appropriate for the development of an educational program which will meet the council's standards.

Preliminary Approval: A pre-accreditation classification granted to an optometric educational program which has enrolled students but which is not fully operational, indicating that the program is developing in accordance with guidelines established by the council.

Provisional Assurance: A classification used for awarding a pre-accreditation status to paraoptometric or recurrent or residency optometric educational programs. Indicates that the program is being or has been planned to meet minimum council standards and that, although some program weaknesses may be identified, they are considered to be readily correctable and not seriously to affect the quality of the program or the competence of its graduates. Maximum term is eighteen months.

Accreditation Classifications:

Accredited: Granted to an educational program indicating that the program in general achieves or exceeds the basic requirements for accreditation. Maximum term is five years.

Conditional Accreditation: Granted to a recurrent or residency program indicating the existence of serious deficiencies or weaknesses. The deficiencies or weaknesses are considered to be of such a nature that they can be corrected within a reasonable time, ordinarily two years. Schools of optometry and programs with this classification are considered adequate to meet the eligibility requirements for licensure and certifying board examination. They are expected to demonstrate significant progress within two years.

Provisional Accreditation: Granted to a recurrent or residency program indicating the existence of a number of major deficiencies or weaknesses in more than one basic area of the program. This classification signifies the seriousness of the deficiencies or weaknesses, but schools and programs with this classification are considered adequate to meet the eligibility requirements for licensure and certifying board examination. The deficiencies or weaknesses, however, are considered to be of such magnitude that, if not corrected, withdrawal of accreditation will result. Schools and programs are required to demonstrate significant progress within one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation by the Council and in accord with due process, if a school or program does not comply with accreditation standards and procedures.

THE ACCREDITING PROCESS:

(1) A self-study, prepared in accordance with the council's requirements, is required of all applying schools and programs and of all schools and programs reviewed for re-accreditation.

(2) An on-site visit by an evaluation team follows the submission of a satisfactory self-study. Insofar as possible, the evaluation team assigned to visit a predoctoral optometric education program is composed of at least two council members, consultants with special expertise, and a council staff member. An evaluation team appointed to evaluate a paraoptometric educational program in an institution other than a school of optometry includes a council staff member and a consultant in the field being reviewed and may include a Council member. The length of the visit is normally two days for paraoptometric programs and four days for professional programs.

(3) A draft of the evaluation team's report is submitted to the institution for review of factual accuracy. Institutions may challenge the factual accuracy of any aspect of the report by submitting additional information or comments to the evaluation team or, later, to the council.

(4) After the report has been reviewed for factual accuracy, it is submitted to the council for deliberation and decision.

(5) Notification of the council's accreditation decision is forwarded to the school or program approximately four months

following the team visit. If the decision is to lower, withdraw, or deny the accreditation status, the institution is advised of its right to contest the proposed action.

(6) Procedures for appeal and contest of the Council's accreditation decisions are outlined in the *Manual of Evaluation Procedures* published by the council.

PROCEDURES REQUIRED OF ACCREDITED UNITS: All schools and programs which have any type of accreditation status are required to submit an annual report which is a general document informing the council of the overall state of affairs at the institution and of plans for the coming year. All schools and programs which have any type of accreditation status are required to complete an annual survey questionnaire which requests detailed statistical information on enrollment, admissions, curriculum, faculty, and finances. Schools and programs may be required to submit progress reports which are directed toward specific recommendations of the evaluation team report.

FEES AND DUES: The council charges no dues or fees for evaluations of professional degree programs. Optometric technician programs are charged for expenses only. Its accrediting activities are supported by the American Optometric Association.

AMERICAN OSTEOPATHIC ASSOCIATION

212 EAST OHIO STREET
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5840

Executive Director
  Edward P. Crowell
President
  Dale Dodson
  Practicing Osteopathic Physician

The American Osteopathic Association was organized in 1897 as the American Association for the Advancement of Osteopathy. The present title was adopted in 1901.

POSTSECONDARY ACCREDITING BODY:

BUREAU OF PROFESSIONAL EDUCATION
Director
  Douglas Ward
Chairman
  Wesley V. Boudette

The Bureau of Professional Education was established in 1901 as the Committee on Education. The present title was adopted in 1923.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to colleges of osteopathic medicine; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS:
14

MEMBERSHIP: The Bureau of Professional Education consists of a chairman, vice-chairman, public representatives, and the chairmen of the following committees:

(1) Advisory Board of Osteopathic Specialists
(2) Committee on Postdoctoral Training
(3) Sub-committee on Intern Training
(4) Sub-committees on Residency/Osteopathic, Residency/Non-Osteopathic and Preceptorship Training
(5) Committee on Colleges
(6) American Association of Colleges of Osteopathic Medicine
(7) National Board of Examiners for Osteopathic Physicians and Surgeons
(8) Committee on Continuing Medical Education

All members are appointed by the Board of Trustees. Term of membership is three years, with an unlimited number of terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is required for institutional membership in the American Association of Colleges of Osteopathic Medicine. Graduation from an accredited college is a prerequisite for individual membership in the American Osteopathic Association.

ACCREDITATION AND LICENSURE: Graduation from an accredited college is required for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The educational program must be sponsored by an academic institution authorized within the public trust to offer the Doctor of Osteopathy degree.
(2) A college of osteopathic medicine shall be incorporated as a non-profit institution.
(3) University-based colleges must be located in institutions accredited by their regional associations.

ACCREDITATION STANDARDS AND GUIDELINES:

EDUCATIONAL STANDARDS FOR COLLEGES OF OSTEOPATHIC MEDICINE, 1977.

ACCREDITATION CLASSIFICATIONS:

Pre-Accreditation: Applies to a college which is formally recognized but no initial student group has been admitted. Maximum term is one year.

Provisional Accreditation: Applies to a college which has admitted an initial class of students but has not graduated students. Maximum term is 3-4 years.

Full Accreditation: Applies to a fully operational college which has graduated students. Maximum term is 5-8 years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Private Probation: A college which exhibits such weakness as to threaten the quality of the total program may be placed on private probation. Ordinarily, the college will have had prior indication of this weakness by a statement of weakness and specified conditions attached to its continued accreditation. Private probation results when remediation is not proceeding at an adequate rate.

Public Probation: A college in which conditions are such that its existence is threatened or that its continued accreditation is contingent upon major and expeditious corrective measures may be placed on public probation. This status will be publicly reported and will be continued for no more than two years. Failure to demonstrate marked progress after one year will result in termination of accreditation.

THE ACCREDITING PROCESS:

(1) A college wishing to be considered for accreditation (initially or for renewal) must complete a comprehensive critical self-study and submit a self-study report.

(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team consists of approximately 6-9 members who are selected from a list of persons well qualified for the complex study of the many processes and procedures that comprise an osteopathic medical college. The appropriate regional accrediting association is asked to suggest a generalist to serve with the survey team. The duration of the visit is three days. Expenses are assumed by the American Osteopathic Association.

(3) A tentative report of the team's visit is submitted to the chief administrator of the college (without the team's recommendations for accreditation status) for factual verification.

(4) The final report is submitted to the Committee on Colleges.

(5) The institution appears before the Committee on Colleges.

(6) The Committee on Colleges sends all materials, including the original team recommendations and its own, to the Bureau of Professional Education.

(7) The bureau reaches a decision which is final.

(8) The Board of Trustees and House of Delegates are advised of the actions taken.

(9) Appeal for reconsideration of action (other than public probation or withdrawal of accreditation) must be directed to the bureau which may or may not find the evidence submitted as justifying further consideration. In any case, its decision after further consideration is final. Final appeal may be made to the Board of Trustees.

(10) A statement of policy and procedures for the appeal of public probation or withdrawal of accreditation is published by the association and is available upon request.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college is obligated, as a condition of continued accreditation, to afford authorized representatives of the American Osteopathic Association opportunities to study and evaluate all aspects of its program. Records of information on students and faculty and other data as requested shall be reported annually to the Office of Education of the American Osteopathic Association. It is recommended that accredited colleges maintain membership in the American Association of Colleges of Osteopathic Medicine.

FEES AND DUES: All fees and dues relating to accreditation are assumed by the American Osteopathic Association.

AMERICAN PHYSICAL THERAPY ASSOCIATION

1156-15th STREET, N.W.
WASHINGTON, D.C. 20005
TELEPHONE: 202-466-2070

Executive Director
Royce P. Noland
President
Don Wortley
President, Rehabilitation Management, Inc., Salt Lake City, Utah

The American Physical Therapy Association was established in 1921 as the American Physiotherapy Association. The present title was adopted in 1948.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION IN EDUCATION
Director, Department of Educational Affairs
James Clinkingbeard
Chairperson
Betty Canan
Director, Physical Therapist Assistant Program, University of Alabama in Birmingham

The Committee on Accreditation in Education was established in 1964 as the Committee on Basic Education. The present title was adopted in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to programs (associate degree through graduate) for physical therapists and physical therapist assistants. Geographic scope is national.

98

NUMBER OF ACCREDITED PROGRAMS

93 physical therapist
54 physical therapist assistant

MEMBERSHIP: The Committee on Accreditation in Education is composed of:

- 1 physical therapist educational administrator
- 1 physical therapist educator generalist
- 1 physical therapist educator with expertise in clinical education
- 1 physical therapist assistant educator
- 1 physical therapist clinician working with assistants
- 1 physical therapist assistant
- 1 physician
- 1 administrator of an institution of higher education
- 1 health care facility administrator
- 1 public representative

10 TOTAL

It is desirable that the majority of committee members have experience as members of an evaluation team. Members are selected by the Board of Directors. The term of appointment is for three years and reappointments may occur. All appointments are made on the basis of an individual's expertise and potential for contribution to the committee and are non-discriminatory with regard to race, creed, national origin, or sex.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a prerequisite for individual membership in the American Physical Therapy Association.

ACCREDITATION AND LICENSURE: Graduation from an approved/accredited program is required for licensure of physical therapist in all states, the District of Columbia, and Puerto Rico. Graduation from an approved/accredited program (or equivalent) is required in the twenty-one states which license physical therapist assistants.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The program in physical therapy education is housed in an institution of higher education accredited by an agency or association recognized by the U.S. Commissioner of Education or by the Council on Postsecondary Accreditation.

(2) The institution awards, or accepts students already holding, the bachelor's degree as the minimum degree for the physical therapist or the associate degree for the physical therapist assistant.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS FOR ACCREDITATION OF PHYSICAL THERAPY EDUCATIONAL PROGRAMS, June 1978.

ACCREDITATION CLASSIFICATIONS:

Accreditation: Granted to programs which evidence substantial compliance with the accrediting standards. Maximum term is five years.

Probationary Accreditation: Granted to programs which evidence serious non-compliance with standards. Deficiencies appear to jeopardize the educational quality of the program. Maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferment: An application for accreditation may be deferred for a maximum of one year to permit the program to produce additional evidence of compliance with the standards.

Withheld: Information contained in the application or the report of the visiting team indicates that the program, as currently planned or conducted, does not fulfill several major requirements specified in the standards and the deficiencies are not easily remedied.

Withdrawn: Accreditation may be withdrawn at the request of the institution. In such cases, the institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

Accreditation is withdrawn when the institution fails to show evidence of substantial compliance with the standards within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an accredited program.

THE ACCREDITING PROCESS:

(1) The institution files a declaration of intent to apply for accreditation.

(2) Within ten days of receipt of the declaration, an advisor to

100

the program is appointed from a pool of advisors and a copy of the declaration is forwarded to the advisor. The institution is notified of the appointment of the advisor.

(3) The APTA staff and the advisor submit reports on the applying institution to the institution and the Committee on Accreditation in Education.

(4) A self-study report is required of all programs applying for accreditation or for reaffirmation of accreditation.

(5) An on-site evaluation team visit follows the submission of the self-study report. The team for physical therapist programs consists of three persons (1 educator, 1 practitioner, and 1 physician) who are acceptable to the institution. The usual duration of the visit is three days. The team for physical therapist assistant programs consists of three persons (1 educator, 1 practitioner, 1 physical therapist assistant). Length of the visit for physical therapist assistant programs is two days. Expenses of the visit are borne by the association.

(6) The report of the visiting team is forwarded to the APTA administrative staff within two weeks of the visit. Copies are also forwarded to the chief administrative official of the sponsoring institution, the director of the physical therapy education program, and the team for comments, corrections, and additional information.

(7) Within two weeks of receipt of all comments, corrections, and additional material from the institution and the on-site team, the report is compiled and forwarded to the Committee on Accreditation in Education for action within thirty days. Following committee action copies of the report are simultaneously forwarded to the members of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy education program.

(8) The action and a summary of all comments by the committee is prepared and forwarded to each committee member, the members of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy program. If accreditation status is granted, all published lists are immediately revised to include the addition. All licensure boards, APTA components, and funding agencies are notified of the program's status.

(9) If the decision is to withhold or revoke accreditation, the institution is also provided with the opportunity to appeal the decision, according to the appeals procedure published by the association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit annual reports and such other progress reports as may be required by the Committee on Accreditation in Education.

FEES:

Initial accreditation fee	$400
Annual or sustaining fee	50

AMERICAN PODIATRY ASSOCIATION

20 CHEVY CHASE CIRCLE, N.W.
WASHINGTON, D.C. 20015
TELEPHONE: 202-537-4970

Executive Director
  Seward P. Nyman
President
  William F. Munsey
  Practicing Podiatrist

The American Podiatry Association was established in 1912 as the National Association of Chiropodists. The present title was adopted in 1958.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON PODIATRY EDUCATION
Director
  Warren G. Ball
Chairman
  Alan H. Shaw
  Practicing Podiatrist

The Council on Podiatry Education was established in 1918 as the Council on Education and became active in 1921. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation or approval to colleges of podiatric medicine, podiatric residency and podiatric assistant programs, and continuing professional education programs. Geographic scope includes the United States and Canada (for residency programs and continuing education programs).

NUMBER OF ACCREDITED UNITS:
5 colleges of podiatric medicine

115 podiatric residency programs
1 podiatric assistant program

MEMBERSHIP: The Council on Podiatry Education is composed of:

7 practicing podiatrists representing the American Podiatry Association
2 members of accredited institutions representing the American Association of Colleges of Podiatric Medicine
1 member representing the Federation of Podiatry Boards
1 member representing the Council of Teaching Hospitals
2 public members
1 student member
14 TOTAL

Members are elected by the House of Delegates of the American Podiatry Association. Practitioner members must be licensed podiatrists. The student member must be a current podiatry student. Term of membership is three years for all members except student and public members who are elected for one year terms.

ACCREDITATION AND LICENSURE: All states require that a podiatrist be a graduate of an accredited college of podiatric medicine in the U.S. before licensure is granted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Only licensed podiatrists may hold membership in the American Podiatry Association.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: Applications for initial recognition (reasonable assurance) or preliminary accreditation are accepted from two types of podiatric medicine colleges: (1) newly established colleges that have not begun actual operation with students enrolled; and (2) new colleges that have begun actual operation with students enrolled but which have not been in existence for four academic years to establish eligibility for full accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:
CRITERIA AND GUIDELINES FOR COLLEGES OF PODIATRIC MEDICINE, August 1975.

ACCREDITATION CLASSIFICATIONS:
Reasonable Assurance: Applies to a proposed college of podiatric

medicine which is in the stages of development. Indicates that the areas reviewed by the council are appropriate and the college appears to be developing an educational program that will meet the criteria of the council.

Preliminary Accreditation: Applies to a new college of podiatric medicine in its formulative years. Indicates that the program for each academic year meets the council's criteria and the college will most likely be granted full accreditation after the entire four-academic-year program is in operation. Granted for each academic year during the formulative period and may not extend beyond the first four academic years.

Accreditation: Applies to a college that meets or exceeds minimum criteria established by the council. Period of accreditation may not exceed five years.

Probation: Applies to a college that has deficiencies which must be corrected shortly in order to meet the minimum criteria established by the council. *Unpublished Probation* indicates minor deficiencies which may be corrected shortly but which do not adversely affect the quality of education. *Published Probation* indicates major deficiencies that adversely affect the quality of education and, unless corrected, would soon lead to removal of accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Denied or Withdrawn: Applies to a college that does not meet the minimum criteria. Accreditation may be withdrawn if the chief administrative officer of the college does not extend an invitation for the council to re-evaluate the college.

Suspension of Accreditation: Applies to emergency situations in which the educational processes are interrupted or deteriorated.

THE ACCREDITING PROCESS:

(1) Newly established colleges applying for reasonable assurance of accreditation must submit materials pertaining to educational environment, governing body, organizational pattern, proposed curriculum, financial support, staffing plans, and the relevance of the podiatry program to the mission of the parent institution if the college is part of an academic health center.

(2) Established colleges seeking preliminary or full accreditation must submit self-studies according to a format prescribed by the council.

(3) An on-site evaluation follows the submission and review of

the self-study. Members of the evaluating committee are appointed by the chairman of the council and approved by the entire council. The evaluating committee usually consists of: (a) at least two members of the Council on Podiatry Education; (b) a representative of a college of podiatric medicine, who may or may not be a member of the council, who serves as a consultant in a specialized area; (c) a consultant-generalist in higher education from the regional accrediting association; (d) other consultants as may be needed for specialized subject areas; and (e) the director of the council who serves as secretary of the committee. The length of the visit is three days for college programs.

(4) A draft of the committee's report is forwarded to the chief administrative officer of the college for verification of factual accuracy and for comments on the findings.

(5) Upon receipt of the comments from the chief administrative officer of the college, a revised draft of the report is prepared and forwarded to the council for consideration. This draft is also sent to the chief administrative officer, along with a letter indicating the time and place of the council meeting when the report will be discussed. The letter extends an invitation to the college to have a representative at the council meeting at the appropriate time.

(6) The final report is considered by the Committee on Professional Education which transmits a recommendation concerning accreditation status to the full council.

(7) Decisions of the council are transmitted in writing approximately three months following the on-site evaluation to the chief administrative officer of the college; to each member of the board of trustees of an independent college; and to the director of the academic health center when the college is part of a center.

(8) The council publishes a formal statement of procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college of podiatric medicine is required to submit to the council a report on the progress made in implementing the recommendations in the evaluation report. This report is due by December 1 of each year following the year in which the evaluation is completed.

ACCREDITATION FEES: No charge is made to a college of podiatric medicine for on-site evaluation. The total cost is borne by the American Podiatry Association.

AMERICAN PSYCHOLOGICAL ASSOCIATION

1200 SEVENTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-833-7692

Executive Officer
  Michael S. Pallak
President
  Florence Denmark
  Professor and Executive Officer for Doctoral Programs in Psychology, City University of New York

The American Psychological Association was established in 1892.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Administrative Officer for Accreditation
  Meredith P. Crawford
Chairperson
  Dorothy Evans
  Private practitioner; Associate Professor, Department of Psychiatry, Howard University Hospital, Washington, D.C.

The Committee on Accreditation was established in 1952 as the Committee on Evaluation. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits doctoral training programs in professional psychology and predoctoral internship training programs in clinical and counseling psychology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:

111 clinical
25 counseling

10 school
3 combined
153 internships

MEMBERSHIP: The Committee on Accreditation is composed of:

9 members who represent both academic psychology and the practice of psychology in a variety of clinical, counseling, and school settings

1 lay representative of the public

Members are appointed by the Education and Training Board of the A.P.A. with thought given to accrediting experience, relevant professional specialty, gender, and ethnic background. Term of membership is three years with one term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The program must be housed in an institution accredited by its regional association.

(2) The program, wherever it may be administratively housed, must be clearly and publicly identified and labeled as a professional psychology program.

(3) A recognizable, coherent organizational entity must be responsible for the program.

(4) The faculty of the program must have clear authority and primary responsibility for all aspects of the program.

(5) The program must include an integrated, organized plan of study and must ensure a breadth of exposure to the field of psychology.

(6) The program must include supervised practicums, internships, field or laboratory training appropriate to the practice of psychology.

(7) There must be an identifiable psychology faculty and a psychologist responsible for the program.

(8) The program must have an identifiable body of students who are matriculated in the program for a degree.

(9) The institution must demonstrate its commitment to the program by appropriate financial support.

ACCREDITATION STANDARDS AND GUIDELINES:

"Criteria for Accreditation of Doctoral Training Programs and Interships in Professional Psychology", 1979.

ACCREDITATION CLASSIFICATIONS:

Full Accreditation: Applies to programs which appear to meet all criteria for accreditation. Maximum term is five years.

Provisional Accreditation: Applies to programs which do not appear to meet all criteria for accreditation, but which have a reasonable expectation of meeting them within three years.

Probationary Accreditation: Applies to programs which were fully approved but do not now appear to meet all criteria. Status is granted for not less than one year. The Association may reveal to the public the name of any university or institution placed on probation and the length of the probationary period.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Revocation: Applies to programs which fail to comply with criteria for accreditation. Normally, a fully approved program is placed on probation prior to the revocation of full accreditation.

THE ACCREDITING PROCESS:

(1) Any institution offering a program within the association's scope of accreditation may submit a complete application for accreditation.

(2) The Committee on Accreditation may: (a) return the application with a request for additional information; (b) recommend that the application be withdrawn because it appears to indicate that the program does not satisfy the criteria for accreditation; or (c) accept the application.

(3) A team visit follows the acceptance of an application for initial accreditation and a self-study for re-accreditation. Site visits to doctoral training programs and internship agencies typically require a day-and-a-half to two days and teams of from two to five visitors, depending upon the number and size of the programs involved. Site visitors are most often chosen from the ranks of department chairmen, chief psychologists, program directors, past and current members of the Committee on Accreditation, and other psychologists who are knowledgeable in the training and evaluation of professional psychologists. Institutions are charged an application fee and the average cost of a site visit.

(4) The visiting team submits a written report to the Committee on Accreditation which in turn submits it to the university or institution.

(5) Within 30 days of receiving the report, the university or

institution may forward comments to the committee. Such comments may include allegations of fact contrary, or in addition to, those contained in the report.

(6) After reviewing any comments submitted by the university or institution and the visiting team's report, the Committee on Accreditation may direct that such further fact finding investigations be undertaken as the committee shall deem necessary. The results of such fact-finding investigations shall be made available to the university or institution for its comments before the committee makes its final decision.

(7) Notification of the committee's final decision is forwarded to the university or institution approximately four months following the team visit.

(8) The university or institution may appeal to the Board of Directors any decision by the Committee on Accreditation according to the statement on appeals policies and procedures published by the association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All university and institution programs fully accredited or approved or provisionally or probationally accredited or approved by the Association must submit an annual report to the Association by a time specified by the Committee on Accreditation.

FEES AND DUES: (New fee schedule adopted, 1980.)

	Internship	Doctoral
Application fee	$ 50	$ 50
Site visit charge	600	900
Annual or sustaining fee	375	300

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

SUITE 750, 1900 M STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-466-7730

Executive Director
  Edward Able
President
  Robert Woerner
  Landscape Architect, 736 Peyton Building, Spokane, Washington 99201

The American Society of Landscape Architects was established in 1899.

POSTSECONDARY ACCREDITING BODY:

LANDSCAPE ARCHITECTURAL ACCREDITATION BOARD
Director of Education and Research
  Samuel C. Miller
Chairperson
  Neal Porterfield
  Landscape Architect

The Landscape Architectural Accreditation Board was established in 1976.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate degree and graduate degree programs in landscape architecture. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:
40

MEMBERSHIP: The Landscape Architectural Accreditation Board consists of:

111

3 landscape architectural educators
3 practicing landscape architects
1 generalist (a non-landscape architect)
1 director of education and research (ex-officio)
8 TOTAL

Members are appointed by the Council on Education for two year terms; appointments are arranged so that the terms of no more than two educators or two practitioners expire in any one year. Members are limited to two consecutive terms of appointment without a break in service. Members are appointed with consideration of board regional representation, after they have served on the Roster of Visiting Evaluators. They are full-time professionals in their careers and should have an experience level of at least three accreditation visits. The generalist may be appointed from nominations provided by the president of the American Society of Landscape Architects.

ACCREDITATION AND CERTIFICATION: Most state licensure statutes require graduation from an accredited or recognized program for licensing as a landscape architect.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A program must be a minimum four year program at the undergraduate level and a three year program at the graduate level, or equivalent.
(2) A program must satisfy the criteria for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:

"Accreditation Standards" in *NURTURING QUALITY IN LANDSCAPE ARCHITECTURAL EDUCATION*, March, 1978.
(Revised standards will become effective September 1, 1980 and may be obtained from the offices of the board.)

ACCREDITATION CLASSIFICATIONS:

Initial Accreditation: Granted to an approved program as the first phase of professional recognition; term is normally two years but this may be lengthened or shortened.

Full Accreditation: Granted to a program provided there is no condition or stipulation, of a major nature, requiring substantial correction of program deficiencies. Maximum term is five years.

Provisional Accreditation: Granted to a program having initial or full accreditation but which has been found to have developed deficiencies of a major nature. This status requires a re-evaluation within a period of no longer than two years, and the re-evaluation visit may result either in granting full accreditation or withdrawal of accreditation.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS:

(1) Application for accreditation may be deferred or denied, after full deliberation and in accord with due process.

(2) Accreditation may be withdrawn from a provisionally accredited program which has not corrected its deficiencies. Any adverse accreditation decision is substantiated with specific reasons, and program administrators are notified of their right to appeal any such decision.

(3) A program which has not been granted accredited status, or a program from which accreditation has been withdrawn, may reapply for accreditation when its administrators believe their program meets current published requirements.

THE ACCREDITING PROCESS:

(1) An introspective review of the program, its goals, and the achievement of those goals is required. The product of this review is an analytical self-study report which is forwarded to the board.

(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team is composed of one representative from each of the three categories of the Roster of Visiting Evaluators. Landscape architectural educators and academic administrators are selected from a region no closer than a region adjacent to that occupied by the institution under review, while the practitioner may be from an adjacent state within the region. No team member may have close affiliation with the program under review. The length of the visit is three days. Expenses are covered by an inspection fee of $1700 for an initial accreditation visit and $1000 for an interim accreditation visit.

(3) The report of the team's visit, with the team's final advisory recommendations, is forwarded to the director of education and research and to the chairman of the accreditation board for review.

(4) After technical corrections are made, the report, without the team's final advisory recommendation, is forwarded to the chief executive officer of the institution as well as to the program administrator.

(5) Within ten days following receipt of its technical accuracy report, the institution submits all corrections and substantive

comments to the Director of Education and Research so that these can be made part of the final report.

(6) The board considers the report and the comments of the institution at its next scheduled meeting.

(7) Notification of the accreditation decision is forwarded to the institution from the president of ASLA approximately one to four months following the visit.

(8) The board publishes a formal statement on its policy and procedures concerning the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) Each accredited program submits an annual report to the board identifying significant changes in curricula, personnel, administration, fiscal support, and physical facilities that have occurred during the past year, as well as current enrollment and anticipated number of graduates for the current year. This report also indicates what progress has been made toward meeting the recommendations of the most recent site evaluation team.

(2) All reports are reviewed by the chairman and director of education and research, and those reports exhibiting changes that could be seriously detrimental to the program quality are noted in the material distributed to members of the board at its regularly scheduled meeting.

(3) The board may choose to alert the program head as well as the chief administrative officer of the institution of its concern for potential adverse effects of reported changes. In extreme cases, it may urge the institution to apply and prepare for an interim visit or to accept provisional status pending proof of action taken toward a mutually acceptable solution of the problem(s).

FEES AND DUES: The current schedule of inspection and sustaining fees charged to single programs of landscape architecture is as follows:

Initial accreditation visit	$1,700
Interim accreditation visit	1,000
Annual payment for sustaining full or provisional accreditation status	350

These fees are deposited into a special account from which the direct costs of the accreditation board and site evaluation teams are paid.

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

10801 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
TELEPHONE: 301-897-5700

Acting Executive Secretary
  Frederick T. Spahr
President
  Margaret C. Byrne
  Professor, Speech Pathology, University of Kansas

The American Speech-Language-Hearing Association was established in 1925 as the American Academy of Speech Correction; in 1927 became the American Society for Disorders of Speech; in 1934 the American Speech Correction Association; in 1947 the American Speech and Hearing Association. The present title was adopted in 1979.

POSTSECONDARY ACCREDITING BODY:

EDUCATION AND TRAINING BOARD
Chairperson
  Jane H. Lovrinik
  Associate Professor, Department of Speech, Temple University

The Education and Training Board was established in 1964.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Commissioner of Education.

SCOPE OF ACCREDITATION: Accredits master's degree programs in speech-language pathology and/or audiology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:
113 speech-language pathology programs
74 audiology programs

MEMBERSHIP: The Education and Training Board (ETB) is composed of:

6 representatives from accredited programs
2 practitioners
1 public representative
9 TOTAL

Members are appointed by the association's Committee on Committees. Term of membership is two to three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The institution must offer a master's degree in speech-language pathology, audiology, or both.

(2) The program in speech-language pathology and/or audiology must have been fully functioning for the three consecutive years prior to application. Also, the program must have graduated a minimum of six students at the master's level, in the area for which accreditation is sought, within the three-year period prior to submitting application for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:

"Essentials of an Acceptable Program of Training for Speech-Language Pathologists and/or Audiologists" in *ETB MANUAL, ACCREDITATION OF PROFESSIONAL EDUCATION PROGRAMS IN SPEECH PATHOLOGY AND AUDIOLOGY*, June, 1977.

ACCREDITATION CLASSIFICATIONS:

Accreditation: Granted to programs which evidence full compliance with the standards; maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferment: Deferment of a decision on accreditation may occur when there is noncompliance with minimum requirements which the ETB views as remediable within a short period of time. The program has six months from the date of notification of deferment to submit evidence to ETB that the minimum requirements have been met.

Accreditation Withheld or Withdrawn: In those instances in which ETB notifies a program that accreditation may be withheld or withdrawn, the program is given sixty days from the date of notification to show cause, through the submission of a written report (accompanied by documentary evidence), why accreditation should not be withheld or withdrawn. Within two months from receipt of the program's response to the show cause notification, ETB makes a decision to award, defer, or withhold accreditation and notifies the program's director and the institution's president (or designee).

Probation: Decision to place a program on probationary status is made if the review of the program's annual report indicates that the program is not in compliance with the minimum requirements for accreditation or if the program has not submitted the required annual report. Maximum term is one year.

THE ACCREDITING PROCESS:

(1) The institution seeking accreditation or re-accreditation must submit a formal application (self-evaluation report) in a format prescribed by the ETB.

(2) An on-site evaluation team visit follows the submission of the self-evaluation report. Each site visit team must consist of at least two members, usually a speech pathologist and an audiologist, and at least one member of the team must be employed in an institution of higher learning. No individual may serve on a site evaluation team who is a current member of ETB at the time of the visit; resides in the same state as the host institution; is a graduate of the institution; or has been a member of the teaching staff of the host institution. Site visits are two days in length. The institution is charged an application or reaccreditation fee. A site visit fee of $200 per site visitor per day is charged to defray the expenses incurred by the on-site visiting team.

(3) The chairman of the site visit team submits a written report to ETB within four weeks of the visit. The report contains an abstract of the program's strengths and limitations but it does not contain a recommendation as to the accreditation decision.

(4) Within one month of the date on which the site visit report is received, the chairman of ETB sends the report to the director of the program and the institution's president (or designee). The program is encouraged to provide a written response to the site visit report within thirty days of the date on which the report is mailed to the program director. The purpose of the response is to verify the accuracy of the information contained in the report.

(5) ETB reviews the site visit report and the program's response to the report and makes an accreditation decision.

(6) ETB notifies the program and the institution's president (or

designee) of the accreditation decision within approximately six months from the date of the site visit.

(7) Adverse decisions by the ETB may be appealed to the Council on Professional Standards in Speech-Language Pathology and Audiology according to procedures established by the Council.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: A report is to be submitted by the program to the ETB annually during the period of accreditation. If the annual report is not forwarded by the program forty-five days after the due date, the program will be placed automatically on probation. The annual report must be prepared according to a format prescribed by the ETB.

FEES:

Application fee	$150
Annual or sustaining fee	100
Reaccreditation fee	150
Site visit fee	200 per site visitor per day

AMERICAN VETERINARY MEDICAL ASSOCIATION

930 NORTH MEACHAM ROAD
SCHAUMBERG, ILLINOIS 60196
TELEPHONE: 312-885-8070

Executive Vice President
D.A. Price
President
William F. Jackson
4006 S. Florida Ave., Lakeland, Florida

The American Veterinary Medical Association was founded in 1863.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON EDUCATION
Director of Scientific Activities
R. Leland West
Chairman
A.F. Hentschl
Private Veterinary Practice

In 1890 the Committee on Intelligence and Education was established, which became the Committee on Education. In 1932, the committee took formal steps to initiate an accrediting program. In 1946, the Council on Education was formed to replace the Committee on Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree (DVM or VMD) in veterinary medicine. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED SCHOOLS:

24

MEMBERSHIP: The Council on Education is composed of twelve members as follows:

- 1 member of an accredited institution whose principal interest is in the basic or preclinical sciences
- 2 members of accredited institutions whose principal interest is in applied or clinical sciences
- 1 member from an accredited institution whose interest is in the field of postgraduate education
- 1 member, private large animal practice
- 2 members, private mixed practice
- 1 member, private small animal practice
- 1 member, regulatory veterinary medicine
- 1 member, military veterinary medicine
- 1 member, veterinary public health
- 1 member, veterinary medical research

ACCREDITATION AND LICENSURE: Graduation from an accredited program is generally required in all states for licensure, according to state laws. Exceptions are made for graduates of institutions not located in the United States or Canada.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The institution housing the veterinary medicine program must be accredited by its regional accrediting association.

ACCREDITATION STANDARDS AND GUIDELINES:
ESSENTIALS OF AN ACCEPTABLE VETERINARY MEDICAL SCHOOL, July, 1975.

ACCREDITATION CLASSIFICATIONS:

Reasonable Assurance: A statement may be given to a university indicating that there is reasonable assurance of future accreditation of a developing program, if such program is established according to plans presented to an evaluating committee and demonstrates intent to meet or exceed minimum requirements. Maximum term is one year.

Provisional Accreditation: Those new schools which have not been in existence long enough to complete the professional program but which have complied with the prescribed conditions of the council for at least the first two years of the professional curriculum. Maximum term is two years.

Probational Accreditation: Meets or exceeds most but not all minimal requirements. A school not eligible for full accreditation could be placed in this category not to exceed five years. If major physical facilities are required to correct deficiencies and the school has presented positive evidence that it will be eligible for full accreditation at the end of an additional two years, then this extension may be granted.

Full Accreditation: Meets or exceeds minimal requirements.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withheld: Those schools which, in the opinion of the council, do not merit full or probational accreditation.

THE ACCREDITING PROCESS:

(1) The council requires the institution to have completed a comprehensive self-study.

(2) An on-site visit by an evaluation committee follows the submission of the self-study. The visiting committee is composed of approximately six members, some of whom must have competence in the basic veterinary medical sciences and some in the clinical sciences. At least one practitioner serves on each visiting committee. A member of the AVMA Council staff accompanies the team but is not a member. The duration of the visit is three days. All expenses are borne by the AVMA.

(3) The evaluation committee develops a draft report to the council to be completed by the staff, at which point it is submitted to the chief administrative officer of the institution and to the dean of the school for their review.

(4) At the next regular meeting of the council, the visiting evaluation committee's report is reviewed in the presence of the visiting team members. On a majority vote of at least seven members of the council, it passes on the report and determines the accreditation classification.

(5) A final report is prepared, including accreditation classification, and is submitted to the chief administrative officer of the institution and to the dean of the school approximately four months after the committee's report.

(6) The action of the Council on Education is final with respect to the accreditation classification assigned to a school of veterinary medicine, except that an an appeal may be made by a school of veterinary medicine to the AVMA Executive Board. A college which has had accreditation withheld or one which believes that it

can qualify for a higher classification may apply at any time for re-evaluation.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Institutions are required to submit such periodic progress or interim reports as may be specified by the council.

FEES AND DUES: No charges are made to educational institutions for evaluation. All costs are borne by the AVMA.

ASSOCIATION OF AMERICAN LAW SCHOOLS

ONE DUPONT CIRCLE, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-296-8851

President
  Jerre S. Williams
  School of Law, University of Texas
President-Elect
  Albert M. Sacks
  Harvard University Law School
Immediate Past President
  John E. Cribbet
  University of Illinois
Executive Director
  Millard H. Ruud
Associate Director
  R. Paul Richard
Assistant Director
  Marianne R. Fiorentino

The Association of American Law Schools was established in 1900.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COMMITTEE

The Accreditation Committee recommends and the Executive Committee acts with respect to all accreditation matters except admission to membership, exclusion, or suspension which is the responsibility of the House of Representatives.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree in law (J.D. or LL.B.). Geographic scope is national.

NUMBER OF ACCREDITED/MEMBER SCHOOLS: 138

MEMBERSHIP: The Accreditation Committee consists of nine members, who are appointed for three-year terms by the president during the fall of his term as president-elect. All members must be on the faculty or professional staff of a member school.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is by admission to institutional membership in the Association of American Law Schools.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A law school may not be admitted to membership in the association until it has offered five years of instruction and has graduated its third class.

(2) If the law school is part of a university, the university must be accredited by its regional association.

(3) While accreditation by the American Bar Association is not a stated prerequisite for membership, no law school (other than the University of the Philippines years ago) has been admitted to AALS membership which does not hold ABA accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:

ASSOCIATION OF AMERICAN LAW SCHOOLS, ASSOCIATION BYLAWS AND EXECUTIVE COMMITTEE REGULATIONS (April, 1979), republished annually.

ACCREDITATION CLASSIFICATIONS:

Membership: Law schools that fulfill the obligations and requirements as stated in the by-laws are admitted to membership in the association. Newly admitted members are subject to re-inspection after three years. Other member schools are subject to re-inspection every seven years, usually jointly with the American Bar Association.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Censure or Suspension by the Executive Committee: When the executive committee concludes that a member school has failed to fulfill the obligations of membership as reflected in the bylaws (including the requirements and approved policies they embody), and the regulations promulgated thereunder, that committee may, without imposing a sanction, privately inform the school of the obligation it has failed to perform or may, subject to any appropriate conditions, (1) reprimand the school, (2) censure the school, or (3) suspend the school until the next annual meeting.

Censure, Suspension, or Exclusion at Annual Meeting: When the executive committee concludes that a member school is unable or unwilling to fulfill the obligations of membership as reflected in the bylaws (including the requirements and approved policies they embody), and the regulations promulgated thereunder, that committee may recommend to the annual meeting that the school be censured, suspended, or excluded from the association. The executive committee must notify the affected school at least one month before the annual meeting at which the recommendation is to be presented and must state the charges upon which the recommendation is based. Action on the recommendation at the annual meeting is by majority vote of the member schools voting.

A school that has been excluded from the association may be reinstated at a subsequent meeting upon proof that it has fulfilled and is capable in the future of fulfilling its aforesaid obligations.

THE ACCREDITING PROCESS:

(1) A law school seeking membership shall file an application for membership.

(2) A self-study report must be submitted by [illegible] schools applying for initial membership or renewal of membership.

(3) An on-site visit by an inspection team follows the submission of the self-study report. The average team consists of approximately four members who are on the faculty or professional staff of member schools or are practicing attorneys, judges or governmental officials. Occasionally, university faculty or administrators from areas other than the law school are asked to serve on inspection teams. The usual duration of the visit is three days. Expenses of the team visit usually average about $275 per team member and are billed directly to the host institution.

(4) The report of an inspection of a member or applicant school is furnished to the dean of the school and the president of the institution. They are informed that the report is not for publication, but that they may show or give a copy of the report to members of the full-time faculty and professional staff of the law school and the governing board and to officials in the university administration who have official reason to see the report.

(5) The dean of the law school and president of the institution are provided with the resolution or minutes adopted by the Executive

Committee in response to the inspection report and are instructed that the resolution or minutes may be published.

(6) A statement on procedures of appeal of adverse decisions is published by the Association.

PROCEDURES REQUIRED OF MEMBER SCHOOLS: A member school is obligated to make reports periodically or on particular occasions as may be directed by the executive committee to disclose whether or not it has fulfilled the obligations of membership in the association.

FEES AND DUES:

Application Fee $125

Annual dues are $1275 for a school whose enrollment does not exceed 250 students; $1900 for a school whose enrollment exceeds 250 students but does not exceed 500 students; $2550 for a school whose enrollment exceeds 500 students but does not exceed 800 students; $3175 for a school whose enrollment exceeds 800 students but does not exceed 1100 students; $3815 for a school whose enrollment exceeds 1100 but does not exceed 1400 students; $4450 for a school whose enrollment exceeds 1400 students but does not exceed 1700 students; and $5080 for a school whose enrollment exceeds 1700 students.

The number of students enrolled is determined by a formula specified by the association.

ASSOCIATION FOR CLINICAL PASTORAL EDUCATION

475 RIVERSIDE DRIVE, SUITE 450
NEW YORK, NEW YORK 10027
TELEPHONE: 212-870-2558

Executive Director
Charles E. Hall
President
John R. Thomas

The Association for Clinical Pastoral Education was formed in 1967 by a merger of the Institute of Pastoral Care, the Council for Clinical Training, the Association of Clinical Pastoral Educators, and the functions of certification and accreditation of the Lutheran Council in the U.S.A.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COMMITTEE
Executive Director
Charles E. Hall
Chairperson (1980-82)
Milton Snyder
Chaplain, Central State Hospital, Milledgeville, Georgia

The Accreditation Committee was established in 1967 as the Certification and Accreditation Committee. The present title was adopted in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions, agencies, and parishes as clinical pastoral education centers to offer programs of clinical pastoral education.

NUMBER OF ACCREDITED CENTERS AND/OR CLUSTERS:
359

MEMBERSHIP: The House of Delegates Accreditation Committee consists of a chairperson, one representative from each of nine regions and a member at large. All members are elected by the House of Delegates. Names for regional representatives are suggested by regions. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: All proposed CPE centers would have the potential to achieve accredited membership according to the ACPE Standards.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS AND PROCEDURES FOR THE ACCREDITATION OF CPE CENTERS AND CLUSTERS TO OFFER DESIGNATED PROGRAMS OF CPE AND FOR THE CERTIFICATION OF CPE SUPERVISORS, 1980.

ACCREDITATION CLASSIFICATIONS:

Candidacy Status: A status accorded to a potential CPE center which appears to be satisfactorily working toward accreditation, and appears to be able to achieve accredited membership within a reasonable period of time.

Accredited Membership: The program complies with the standards and requirements for accredited membership. Maximum term is seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferral: Deferral of accredited membership may be granted to provide the center with an opportunity to present additional information and/or material.

Denial: Accredited membership may be denied if there is sufficient evidence of non-compliance with accrediting standards and requirements.

Withdrawal:

(1) At any time the Accreditation Committee has sufficient evidence that a significant change has occurred in the administrative or educational aspects of a center's CPE program(s) which causes the committee to question whether or not the program(s) continue to meet ACPE standards, the committee may request a review of accreditation status.

(2) When a center with an accredited program is without a CPE supervisor, the center should immediately notify the executive

director and the regional director whether or not it desires to terminate accreditation or desires to continue accreditation for a period of time not to exceed one year while seeking to employ a certified supervisor.

(3) If, within one year a CPE supervisor is employed to direct the program(s), the accreditation of the program(s) will continue. If a CPE supervisor is not employed within one year, the center's CPE program(s) will lose accreditation.

THE ACCREDITING PROCESS:

(1) A self-study, prepared according to the ACPE guidelines for self-study, is required of all centers applying for initial or full accreditation membership.

(2) The completed self-study report is forwarded to the Regional Accreditation Committee for review.

(3) The Regional Accreditation Committee appoints a site-visit team to review the self-study and conduct an on-site evaluation. The team consists of approximately three representatives from accredited CPE programs. The duration of the visit is one or two days. Expenses usually average about $125 per team member and are billed directly to the CPE Center or Cluster.

(4) The report of the team visit is forwarded to the CPE Center with a request for a written response, which should include any corrections and/or disagreements with the report.

(5) The completed file (self-study, team report, and all pertinent material) is forwarded to the Regional Accreditation Committee.

(6) The Regional Accreditation Committee forwards a copy of the file with its recommendation for action to the House of Delegates Accreditation Committee.

(7) The Accreditation Committee makes a decision on accreditation status and forwards notification of its decision to the CPE Center.

(8) The CPE Center may appeal an adverse decision to the Executive Committee of the ACPE, according to established policies and procedures.

FEES AND DUES:

Accreditation review fee	$100
Annual dues	
Centers offering basic CPE programs	$300
Centers offering basic and advanced CPE programs	$350
Centers offering basic, advanced, and supervisory CPE programs	$400

ASSOCIATION OF INDEPENDENT COLLEGES AND SCHOOLS

1730 M STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-659-2460

President
  Stephen B. Friedheim
Chairman of the Board (1980)
  Douglas Devaux
  Ft. Lauderdale College, Ft. Lauderdale, Florida

The Association of Independent Colleges and Schools was established in 1952.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Executive Director
  James M. Phillips
Chairman
  Edward M. Shapiro
  President, New Hampshire College, Manchester

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a recognized national institutional accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to private business schools, junior colleges of business, and senior colleges of business. Geographic scope includes United States and territories, Latin America, and Canada.

NUMBER OF ACCREDITED INSTITUTIONS:
522

MEMBERSHIP: The Accrediting Commission consists of:
11 members from accredited institutions
3 public members

Commissioners are elected by the total membership of the association. Public members are appointed by the board of directors of the association. Membership term is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for consideration for accreditation, an institution must satisfy the following requirements:

(1) The institution or department shall be predominantly organized to train students for business careers.

(2) The institution or department ordinarily should have in operation at least one residence program of instruction of not less than one academic year in length, and have graduated at least one class.

(3) The educational program is on the postsecondary or collegiate level.

(4) Education is the principal activity of the institution.

(5) The principal program of the institution shall be a residence program.

(6) The institution has been established for at least two years.

(7) A separate department or division having additional or different objectives may be accredited by the commission upon proper application and evaluation, provided that (except for the difference in objectives and implementation thereof) the entire department is accreditable within the framework and spirit of the Criteria of the commission, and the institution is predominantly organized for the purpose of training for business careers.

(8) An institution operated as a unit in an organization consisting of two or more schools or colleges shall maintain a separate teaching staff and class schedule.

(9) The institution shall be legally organized and authorized to conduct its program under the laws of its own state and community. Where state laws are silent, the institution shall conform to accepted organization and practices for comparable institutions in the area.

(10) The evaluation of the institution must be specifically authorized by the chief executive officer of the institution.

(11) The enrollment in the institution must be sufficient to support regularly scheduled and conducted class and laboratory work and to insure reasonable standards of instruction.

(12) The institution or its ownership entity must be organized as a corporation.

(13) A non-main campus activity which is otherwise in accordance with the standards is not ineligible for accreditation merely by reason of its having two years of operation as a non-main campus rather than a free-standing institution.

ACCREDITATION STANDARDS AND GUIDELINES:

ACCREDITATION STANDARDS: POLICIES, PROCEDURES, AND CRITERIA, February, 1978.

ACCREDITATION CLASSIFICATIONS:

(1) *Initial Accreditation* — Maximum term is six years.
(2) *Accreditation* — Maximum term is six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When measured against the Criteria, an institution, in the opinion of the commission may be found wanting. The gravity of the deficiency determines whether or not the judgment of the commission may result in one of the following negative actions:

(1) To *withhold* accreditation from an initial application or re-applicant institution. This is accomplished either by deferral or denial. A deferral is not a final decision and is not ordinarily appealable. It is interlocutory in nature to provide further guidance to the institution whereby deficiencies might be cured. Denial is a final decision, and the institution is entitled to an opportunity to present its case in a fair and impartial hearing before the commission at its next regularly scheduled meeting.

(2) To *censure* an institution with an admonition to comply with the Criteria by refraining from some proscribed activity or initiating some prescribed activity. When an accredited institution has been found to have deviated from the Criteria to an extent not presently justifying withdrawal of accreditation, the commission may place the institution on probation for a period not to exceed nine months.

(3) To *withdraw* accreditation from an institution either by suspension or revocation. A Review Board for Appeals, comprised of five persons appointed by the commission, is empowered to review negative actions/decisions to withdraw accreditation by the commission.

THE ACCREDITING PROCESS:

(1) An institution seeking initial accreditation, re-classification, or re-affirmation of accreditation is required to complete a self-evaluation questionnaire.

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(2) Upon completion of the questionnaire, a personal, on-site evaluation is made by a visitation team appointed by the commission. The team normally consists of two members for business schools; three members for junior colleges of business; and four members for senior colleges of business. The length of the visit is usually one day for business schools, two days for junior colleges, and three days for senior colleges. The expenses of the visit are billed directly to the institution and usually average approximately $200 per team member. Basic evaluation fees (in addition to application fees of $100 for all initial accreditations and re-classifications) are as follows: business schools—$300; junior colleges of business—$575; senior colleges of business—$925; accredited institutions with non-main campus activities (for each activity)—$150.

(3) A written report is forwarded to the institutional chief executive with comments on the institution's strengths and weaknesses. The chief executive is invited to comment on the report and to file supplemental materials pertinent to the report's facts and conclusions.

(4) The report is considered by: (a) a recommendation team appointed by the chairman of the commission; (b) the appropriate council; and, finally, (c) the entire commission.

(5) Notification of the accreditation decision is forwarded to the institutional chief executive approximately 1-3 months following the evaluation team visit.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) The institution is required to notify the commission of any substantial or significant changes in facilities, faculty, financial stability, management, ownership control, educational programs, new or additional geographic locations, and other material factors which affect the governance or operation of the institution.

(2) The institution is required to file with the commission complete information about new courses or programs within 90 days of the first offering.

(3) The institution is required to file an annual statistical report and such special reports as may be required by the commission.

ANNUAL FEE SCHEDULE

Net Tuition Income		Annual Fee
Less than	$ 50,000	$ 475

$ 50,000 but less than	100,000	900
100,000 but less than	150,000	1,200
150,000 but less than	200,000	1,500
200,000 but less than	300,000	1,600
300,000 but less than	400,000	1,700
400,000 but less than	500,000	1,800
500,000 but less than	600,000	2,000
600,000 but less than	700,000	2,100
700,000 but less than	800,000	2,200
800,000 but less than	900,000	2,300
900,000 but less than	1,000,000	2,400
Over	1,000,000	add $100 for each additional $500,000 in net tuition income

ASSOCIATION OF THEOLOGICAL SCHOOLS

P.O. BOX 130
VANDALIA, OHIO 45377
TELEPHONE: 513-898-4654

Executive Director
  Jesse H. Ziegler
President
  J.I. McCord
  President, Princeton Theological Seminary, Princeton, New Jersey

The Association of Theological Schools was established in 1918 as the Biennial Consultation on Theological Education. The present title and accrediting function were adopted in 1936.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Director
  Marvin J. Taylor
Chairperson
  Sara Little
  Professor, Union Theological Seminary, Richmond, Virginia

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits free standing theological seminaries and schools, or schools/departments within institutions which offer graduate programs in education for ministry/priesthood; geographic scope includes United States and Canada.

NUMBER OF ACCREDITED UNITS:
156

MEMBERSHIP:

9 members from accredited institutions
3 public members (one of whom is clergy)
12 TOTAL

Members are elected by the total accredited membership of the association upon the basis of their experience in seminary education and other appropriate qualifications. Public members are persons not enrolled as students nor employed by a theological school and are selected for knowledge about the church, ministry, and/or professional education. Term of membership for institutional representatives is six years with one term permitted. The term for public members is two years and is renewable.

ELIGIBILITY CRITERIA FOR ASSOCIATE MEMBERSHIP (UNACCREDITED):

(1) The school shall have an adequate number (normally, at least four) of properly qualified professors working full time at post-college theological education.

(2) The school shall have a student body of sufficient size (normally, a minimum of 25 full-time students) to provide for mutual stimulation and support.

(3) The school must operate predominantly on a postcollege level with programs designed for education for ministry.

(4) The school should evidence openness to neighboring theological schools and to a denomination or group of congregations with which it is related.

(5) The school should present evidence that it is carrying on a strong educational program and has sufficient stability and permanence to maintain it.

(6) The school should have a sufficient degree of autonomy to identify its functions and resources as a theological school. In order to maximize the use of resources, however, schools are encouraged to cooperate with other institutions by purchasing given services or sharing them in common.

ELIGIBILITY CRITERIA FOR ACCREDITED MEMBERSHIP:

(1) An institution seeking accreditation for one or more of its degree programs shall meet the general institutional standards.

(2) For a theological school to be placed on or to remain on the list of accredited institutions, at least 50 percent of its students must be registered in degree programs which meet the Association's standards. It is expected that all degree programs

offered shall meet these standards. A school shall have four years following the graduation of the first student from a new degree program in which to achieve full approval for that program. Failure to receive approval within this time limit will endanger the continuance of institutional accredited membership.

ACCREDITED STANDARDS AND GUIDELINES:

"Standards for Accrediting" in *ATS BULLETIN 33, PART 3*, 1978.

ACCREDITATION CLASSIFICATIONS:

(1) *Associate Membership with Self-Study Permission/Candidate Status:* Awarded to schools which meet minimal requirements for membership and standards of education which satisfy conditions defined by ATS. Maximum term is two years, which may be renewable upon application.

(2) *Accredited Membership:* Awarded to schools which meet ATS standards and requirements. Programs covered by this classification are so identified. Maximum term is five to ten years.

(3) *Provisional Accredited Membership:* Awarded to schools which may not fully meet ATS accreditation standards and requirements. Maximum term is two years, renewable.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, deny or permit withdrawal of an application for associate or accredited membership.

The commission may place an institution which falls significantly below minimum requirements on probationary status or require it to show cause why its accreditation status should not be revoked.

THE ACCREDITING PROCESS:

(1) A self-study process, usually requiring a period of six to eighteen months, is required.

(2) Following the submission of a satisfactory self-study report, an evaluation team visits the institution. The team consists of approximately four members from other accredited institutions. The average length of the visit is three days. The institution is billed directly for the cost of the visit which averages approximately $275 per member.

(3) The team's report in first and final drafts is sent to both the school and the commission. To insure due process, the school is

encouraged to send responses to both drafts directly to the team chairperson and to the commission.

(4) The commission considers the team report and institutional response and notifies the institution of an accreditation decision within two weeks of the next scheduled commission meeting (January or June).

PROCEDURES REQUIRED OF ASSOCIATE MEMBERS:

(1) The school must continue to meet minimal requirements for membership and standards of education which satisfy conditions defined by ATS.

(2) The school must make an annual report of its operations on the forms provided.

(3) The school shall pay annual dues as prescribed by the association.

PROCECURES REQUIRED OF ACCREDITED MEMBERS:

(1) The school must maintain standards defined by ATS.

(2) The school must submit information annually on its operation. The information from these reports is used by the commission in imposing notations, initiating reinspection, or taking other steps necessary to the maintenance of the Association's standards.

FEES AND DUES:

(1) Membership dues: Rate is 0.0018 of annual operating expenditures up to $1,000,000 for the preceding year; $1,800 + 0.00048 on AOE $1 -2,000,000; $2,280 + 0.00024 on AOE $2 - 3,000,000; $2,520 + 0.00012 on all AOE above $3,000,000. Maximum dues shall be $2,600.

Minimum dues for associate members lacking pre-accreditation status: $350; for accredited and associate members with pre-accredited status: $500.

(2) Accrediting, membership and appeal costs: (a) application and processing fee for association membership: $300; (b) inspection, reevaluation, and appeal fees $300, plus actual costs for team/staff travel.

COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION

535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-751-6279

Secretary, CAHEA and Director, Department of Allied Health Evaluation, American Medical Association
John E. Beckley
Chairperson
James J. Humes, MD
Vice President of Medical Affairs, Director of Laboratories, St. John Hospital, Detroit, Michigan

The Committee on Allied Health Education and Accreditation was formed in December, 1976 from the former Advisory Committee on Allied Health Accreditation and assigned responsibility and authority for the accreditation function which, since 1933, had been performed by the Council on Medical Education of the American Medical Association.

ACCREDITATION FUNCTION: CAHEA collaborates with 21 Review Committees, representing 45 collaborating allied health organizations, in the accreditation of programs in 26 areas of allied health. Five of the Review Committees are members of the Council on Specialized Accrediting Agencies and are listed in this document. (See AAMA, p. 24; AMRA, p. 73; AOTA, p. 77; JRCRTE, p. 164; and NAACLS, p. 181.)

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits postsecondary programs in twenty-five areas of allied health ranging from the certificate/diploma level through the baccalaureate level and/or graduate certificate level. Geographic scope is national and may extend to some programs in Canada as well as to some programs offered by the military forces and federal agencies in foreign countries.

NUMBER OF ACCREDITED PROGRAMS:

50	Assistant to Primary Care Physician
0	Cardiovascular Perfusionist (initial accreditations underway)
96	Cytotechnology
0	Diagnostic Medical Sonographer (initial accreditations underway)
1	EEG Technician
12	EEG Technologist
0	EMT-Paramedic (initial accreditations underway)
*38	Histotechnology
*125	Medical Assistant
2	Medical Assistant in Pediatrics
*83	Medical Laboratory Technician (Associate Degree)
*116	Medical Laboratory Technician (Certificate)
*40	Medical Record Administrator
*67	Medical Record Technician
*679	Medical Technologist
141	Nuclear Medicine Technologist
*51	Occupational Therapist
3	Ophthalmic Medical Assistant
78	Physical Therapist
91	Radiation Therapy Technologist
827	Radiography
*165	Respiratory Therapist
*156	Respiratory Therapy Technician
64	Specialist in Blood Bank
3	Surgeon's Assistant
62	Surgical Technologist (Operating Room Technician)
2,950	TOTAL

*Programs are reported on pp. 24, 73, 77, 164, 181

MEMBERSHIP: The fourteen members of the Committee on Allied Health Education and Accreditation (CAHEA) are persons having broad interest and competence in the fields of the allied health professions and services and include: members of the allied health professions and services having competence in educational matters; hospital administrators having jurisdiction over multiple allied health programs and major interest in the education of the manpower supply in the allied health fields; practicing physicians interested in the concept of the cooperative provision of health care through the use of the health team; educational institutional administrators and educators who are experienced and concerned with broad areas of health education; members of the broad field of postsecondary education outside the field of medicine; an allied health student or recent graduate of allied health education; members of the informed public.

Members are appointed by the Board of Trustees of the American Medical Association from recommendations submitted by the CAHEA Nominating Committee as obtained from the collaborating organizations, CAHEA, and other interested groups. Term of membership is one year with six consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Specific eligibility requirements vary among the twenty-one Review Committees. However, CAHEA's "Recommended Standard Format for Essentials" recommends the following basic eligibility requirements:

(1) In programs where the academic and clinical phases are provided in two or more institutions, accreditation will be granted to the sponsoring institution or the institution that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and supervised clinical education; appoints faculty to the program; receives and processes applications for admission; and grants the degree or certificate documenting completion of the program. The sponsoring institution shall also be responsible for assuring that the activities assigned to students in the clinical setting are, in fact, educational.

(2) Educational programs may be established in:

(a) Community and junior colleges, senior colleges, and universities

(b) Hospitals and clinics

(c) Laboratories

(d) Medical schools

(e) Postsecondary vocational/technical schools and institutions

(f) Other acceptable institutions which meet comparable standards for education in this field

(3) The sponsoring institution and affiliates must be accredited by recognized agencies or, in the judgment of the Committee on Allied Health Education and Accreditation, meet equivalent standards.

(4) Responsibilities of the sponsor and each affiliate for program administration, instruction, supervision, etc., must be clearly described in written documents such as affiliation agreements.

ACCREDITATION STANDARDS AND GUIDELINES:

CAHEA makes available to Review Committees a "Recommended Standard Format for Essentials" for drafting new Essentials or revising existing Essentials. The AMA's Council on Medical Education adopts Essentials together with each appropriate collaborating organization.

ACCREDITATION CLASSIFICATIONS:

Accreditation: The program is in substantial compliance with all Essentials for accreditation; maximum term is five years.

Provisional Accreditation: The program is in operation but the first class has not graduated; length of term is variable.

Accreditation with Qualifications: On-site evaluation and/or other evidence indicates that the program has certain shortcomings in compliance with one or more essentials which, however, are believed to be correctable; length of term varies but is usually one year.

Probationary Accreditation: A presently accredited program is found to be in substantial non-compliance with one or more Essentials which threaten the capability of the program to provide acceptable educational experiences for its students; the probationary period may not exceed two years, and is usually one year. Failure to demonstrate compliance as requested will normally result in withdrawal of accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withheld: An applying program, as currently planned or conducted, does not fulfill several major requirements specified in the Essentials and the deficiencies are not easily correctable.

Accreditation Withdrawn:

(1) *At Request of Institution (not an adverse decision):* The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

(2) *Failure to Comply with Essentials:* The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an accredited program.

THE ACCREDITING PROCESS:

(1) A comprehensive self-study of the educational program by all concerned—including representatives of the administration, faculty members, students, and employers of graduates—is an early step in the actual accreditation process, following voluntary application from the institution.

(2) A review committee, sponsored by one or more collaborating organizations, appoints a survey team to make an on-site evaluation of the program(s); the evaluation is conducted.

(3) A draft of the report written by the survey team is submitted to the chief administrator of the institution for a review of the information so corrections of facts can be made if necessary.

(4) The review committee reviews the survey team's report and all other pertinent data and agrees upon a recommendation concerning accreditation which is then forwarded to CAHEA.

(5) CAHEA notifies the institution and program of the final accreditation decision. CAHEA may also return the recommendation to the review committee for further consideration.

(6) The institution may appeal an adverse decision according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs holding any type of accredited status are required to submit annual statistical reports to CAHEA and such other interim or progress reports as may be specified by CAHEA and/or the appropriate Review Committee.

FEES AND DUES: Fees are established by each review committee, as reviewed and approved by CAHEA. CAHEA does not charge accreditation fees.

COSMETOLOGY ACCREDITING COMMISSION

1735 K STREET, N.W.
SUITE 1108
WASHINGTON, D.C. 20006
TELEPHONE: 202-331-9550

Executive Director
  Jerald W. Donaway
Chairperson
  Alfred A. Ratner
  President, Southwest Beauty College, El Paso, Texas

The Cosmetology Accrediting Commission was established in 1969 through a merger of the Accrediting Commission for Cosmetology Education (ACCE) and the National Accrediting Commission for Cosmetology Schools (NACCS).

RECOGNITION STATUS: Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits certificate/diploma programs in cosmetology and related fields. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS:
1158

MEMBERSHIP: The Cosmetology Accrediting Commission consists of:

9 owners of accredited cosmetology schools
4 salon owners
4 public members (representatives from the field of educational administration)
17 TOTAL

A school owner commissioner must have been the owner of an accredited cosmetology school(s) for at least five years and actively engaged in the administration and management of the school at the present time. A salon owner commissioner must have been a salon owner for at least five years, presently own a salon(s) and hold a current cosmetology license. It is desirable that school owner and salon owner commissioners be active participants in state, regional, or national professional organizations and have had experience as examiners on CAC on-site visiting teams. The educational administrator commissioners must have had at least five years experience in educational administration, be knowledgeable in vocational education, and hold an advanced degree. It is desirable that the person be an active participant in state, regional, or national organizations and have had teaching experience. The educational administrator should not be a licensed cosmetologist or have any interest in, or active relationship with, a cosmetology school or salon. School and salon owner commissioners are elected by the membership of accredited schools. Public members (including the educational administrator) are appointed by the commission. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: In order to be eligible for application for accreditation, a school must:

(1) Offer a course in basic cosmetology.
(2) Consider cosmetology as its basic activity.
(3) Be licensed by the State Board of Cosmetology.
(4) Provide evidence of at least two years of successful operation.
(5) Be located within U.S. jurisdiction.

ACCREDITATION STANDARDS AND GUIDELINES:

COSMETOLOGY ACCREDITING COMMISSIONS STANDARDS AND CRITERIA, 1978.

ACCREDITATION CLASSIFICATIONS:

Accreditation: Status conferred upon a school which provides evidence of compliance with accrediting standards and procedures. Maximum term is five years.

Continuance of Accreditation: Awarded to institutions which continue to demonstrate compliance with CAC standards and procedures. Maximum term is five years.

Changes(s) in Accredited Status: Institutions must apply for approval of change(s) in status. Awarded to institutions which maintain CAC Standards in the course of a change in ownership, address, and/or name.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferment: An applicant school may be deferred if there is evidence of serious deficiency or an accumulation of minor deficiencies which require more than six months to eliminate or correct. An examination team visit and a progress report may be required by the commission.

Denial: If a school is considered to be so far below CAC standards that it cannot remove or modify its numerous deficiencies within a reasonable period of time, accreditation is denied.

Show Cause: An accredited school may be asked to show cause why it should not be removed from the accreditation list for major deficiencies or violation(s) of CAC standards.

Withdrawal of Accreditation: Negative action taken against an accredited institution which fails to show sufficient cause that accreditation should not be withdrawn.

THE ACCREDITING PROCESS:

(1) A self-study is required of all schools applying for initial or continuance accreditation.

(2) An on-site evaluation team visit follows the submission of the institutional self-study. The team averages about four members, and usually includes at least one CAC staff member; one representative from an accredited school; one salon owner; and one educational administrator. The duration of the visit is one day.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution submits a written response to the commission presenting its reaction to the team report.

(5) The commission notifies the applicant institution of the accreditation decision immediately following each of its thrice yearly commission meetings.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: Accredited schools are required to file annual statistical reports and such other reports as may be specified by the commission.

FEES AND DUES: (subject to change)

Initial application fee	$450
Initial visit fee (flat rate)	$450
Initial accreditation fee	$600
Renewal application fee	$250
Renewal visit fee (flat rate)	$750
Change of address, ownership processing fee	$250
Annual sustaining fee	$360

COUNCIL ON CHIROPRACTIC EDUCATION

3209 INGERSOLL AVENUE
DES MOINES, IOWA 50312
TELEPHONE: 515-255-2184/5

Executive Secretary
Ralph G. Miller
President
James A. Mertz
Chiropractor

The Council on Chiropratic Education was established in 1947 by the Committee on Educational Standards of the National Chiropractic Association (now the American Chiropractic Association) and the Council of State Chiropractic Examining Boards. It was incorporated as an autonomous national organization in 1971, sponsored by the American Chiropractic Association and such other chiropractic organizations as accept the responsibility of sponsorship.

POSTSECONDARY ACCREDITING BODY

COMMISSION ON ACCREDITATION
Executive Secretary
Ralph G. Miller
Chairperson
Orval Hidde,
Chiropractor

The Commission on Accreditation was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions offering professional degrees in chiropractic; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS: 7 accredited instutions; 3 recognized candidates for accreditation.

MEMBERSHIP: The Commission on Accreditation is composed of nine members, as follows:

2 members appointed by the voting institutional members from the faculties or administrative officers of the member colleges
2 members appointed by the sponsoring Federation of Chiropractic Licensing Boards
3 members appointed by the sponsoring national association(s). In case of multiple sponsorship, the appointments will be made on the basis of prorated certified membership of the sponsoring organizations
2 nonchiropractic members, representing the general public, appointed by the Council on Chiropractic Education

Members shall not be acting in any official capacity in the sponsoring professional organizations and no more than two shall be graduates from, or be connected officially with, any one chiropractic college. Term of membership is three years.

ACCREDITATION AND LICENSURE: Approximately 37 chiropractic licensing boards require graduation from a CCE status-holding institution for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible to apply for pre-accreditation or accredited status, a college shall:

(1) Have a charter. It is strongly recommended that a college be incorporated under the laws of the state of its residence as a non-profit, nonproprietary institution exempt from taxation due to its devotion to educational purposes, and there should be no disbursing of income or assets which inure to the benefit of any private party. An institution must be lawfully operating in its state of residence.

(2) Have formal authority from the appropriate governmental agency of its state of residence or its state of charter to award D.C. degrees.

(3) Have a governing board of not less than nine members which includes representation reflecting the public interest.

(4) Have the internal organization and financial base or funding commitments to adequately carry on current and projected operations for the required level of institutional excellence.

(5) Have employed a chief executive officer.

(6) Have complied with the CCE admissions criteria for no less

than two years. An applicant college in operation less than two years must show compliance from the beginning of its operations.

(7) Have institutional objectives which embrace those stated in the CCE standards as well as a clear statement of a plan for achieving them.

(8) Offer a curriculum, the content, scope and organization of which embrace the CCE educational standards.

(9) Have facilities, equipment and faculty sufficient for teaching and training the student body in accordance with its educational objectives.

(10) Furnish the Commission on Accreditation with a certified copy of a formal action taken by its governing board at a legally constituted meeting indicating subscription to the standards, rule and policies of CCE as set forth in Article 3.01 (1) of its by- laws.

(11) Have utilized the services of a CCE consultant for a period of not less than one year if applying for pre-accreditation status and not less than two years if applying for accredited status.

(12) Have established a record of compliance with generally accepted standards of professional ethics especially with respect to student recruitment and public information.

ACCREDITATION STANDARDS AND GUIDELINES

EDUCATIONAL STANDARDS FOR CHIROPRACTIC COLLEGES, 1979.

ACCREDITATION CLASSIFICATIONS:

Recognized Candidate for Accreditation: Indicates that the institution complies with eligibility requirements, is actively engaged in the process of seeking accreditation, and allows the commission to assist in the development of the institution and its self-study through consultive assistance. Maximum term is four years.

Accredited: Granted to institutions that, upon completion of the full accreditation procedure, are deemed to comply with the standards. To be eligible, an institution must have graduated at least one full-term class and demonstrate compliance with eligibility requirements. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferment of initial accreditation: If the commission determines that the evidence demonstrates that an institution is not in substantial compliance with the criteria but that unmet criteria may be met in a short period of time, it may defer action pending receipt of specified evidence showing that the criteria are met.

Denial of initial accreditation: If the evidence does not indicate substantial compliance with the criteria or that unmet criteria may be met within a short period of time, initial accreditation is denied. The commission identifies the criteria not being met and makes recommendations to assist the institution in meeting the unmet criteria

Revocation of accreditation: Where the commission receives evidence that an accredited institution is not complying with CCE criteria, it may, after meeting with institutional representatives, place the institution on confidential probation. The institution is supplied with a written bill of particulars setting forth the specifics of the non-compliance. Confidential probation is not made public and is reported only to the institution's chief administrative officer and chairman of the board.

Should the institution not make the corrections recommended, or should further deficiencies develop during the confidential probation, the commission may, after meeting with institutional representatives, place the institution on public probation. Public probation is published after notifying the chief administrative officer and chairman of the board of the action. The institution is supplied with a written bill of particulars setting forth the specifics of the non-compliance. It is allowed a minimum of six months for compliance.

Disaccreditation may follow public probation, if upon evidence presented at a formal hearing before the commission, the commission finds the institution is not meeting its timetable for correction of deficiencies noted in the bill of particulars. The commission's action is published following notification of the institution's chief administrative officer and chairman of the Board.

Once the commission has revoked accredited status, an institution must reapply by submitting either a new self-study or an updated self-study as may be required by the commission.

THE ACCREDITING PROCESS

(1) The institution seeks, and the CCE contracts with, a consultant from the list of approved CCE consultants.

(2) The institution then initiates a plan of action with the achievement of status as the objective. This is done with the assistance and guidance of the consultant.

(3) A major aspect of the plan will be the organization of a self-evaluation committee which will direct and monitor an institutional self-evaluation.

(4) The self-evaluation process will result in the creation of either a status-study (for pre-accredited status), or a self-study (for accredited status). This document will become the formal application.

(5) First, the institution must submit an eligibility requirements document. Upon its approval, the status or self-study is submitted as the formal application.

(6) An evaluation team visits the institution following commission approval of the status or self-study. The average team consists of five members plus a CCE staff member. The usual duration of the visit is three days. Expenses of the visit average approximately $1100 per team member and are borne by the host institution through the assessment of a standard fee.

(7) A first draft of the team's report is sent to the chief administrative officer of the college for correction of factual errors.

(8) The final draft is forwarded to the chief administrative officer and chairman of the board prior to the commission's consideration, with a directive to review and make a written response.

(9) Decisions regarding accreditation status are made at a meeting of the commission attended by the chief administrative officer and chairman of the board or their designees.

(10) The institution is notified of the decision.

(11) Appeals of accreditation decisions may be made to an Appeal Panel. A written statement on policies and procedures of appeal is available from the council's office upon request.

PROCEDURES REQUIRED OF STATUS HOLDING INSTUTIONS: In a form prescribed by the commission, institutions are required to report annually their financial status, enrollment, and other data on their operations. A short form report covering essential financial and other pertinent data is required semi-annually. Special reports may be required of an institution at the descretion of the commission.

ANNUAL DUES

All member colleges of CCE must pay dues, according to the following schedule:

Accredited status	first 100 students—$1,000

Recognized candidate for accreditation status	first 100 students—$	800
Non-voting member colleges	first 100 students—$	600
Affiliate members	first 100 students—$	300

In each category stated above, an increment of $100 shall be added for each additional 100 students, or fraction thereof, over the first 100 students based upon the enrollment figures submitted to the executive offices in October of each preceding year.

COUNCIL ON EDUCATION FOR PUBLIC HEALTH

1015 15TH STREET, N.W., SUITE 403
WASHINGTON, D.C. 20005
TELEPHONE: 202-789-1050

Executive Director
  Janet A. Strauss
President
  Frank L. Moore
  Associate Dean, University of Texas School of Public Health

The Council on Education for Public Health was incorporated in 1974 as an independent accrediting agency by the American Public Health Association and the Association of Schools of Public Health.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits graduate schools and programs of public health. Geographic scope is national.

NUMBER OF ACCREDITED UNITS:

21 graduate schools of public health
6 graduate programs in community health education.
3 preaccredited graduate programs in community health/preventive medicine.

MEMBERSHIP: The Board of Councilors consists of:

3 members appointed by the American Public Health Association
3 members appointed by the Association of Schools of Public Health
2 public representatives
2 additional members recommended by the board and approved by the two corporate organizations
10 TOTAL

Members appointed by the American Public Health Association are primarily involved in the practice of public health or in the conduct of related health services. Members appointed by the Association of Schools of Public Health are drawn from the faculty, administration, or student body of schools of public health. Public representatives may be associated with professional education, but may not be associated with schools of public health, or be engaged full time in public health practice, or be employees of a school or institution which has a school of public health connected with it. Term of membership is three years with a maximum of two consecutive terms permitted.

ACCREDITATION AND CERTIFICATION: In a few states, graduation from an accredited school or program of public health is required for state government employment in certain public health specializations.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for preaccreditation, a preliminary step to full accreditation, a graduate school or program must have:

(1) All applicant status requirements fully met.

(2) Faculty appointed, students enrolled, and preferably at least one class graduated.

(3) A prospectus for self-study (a primarily descriptive document, detailing the current status of school or program development, plans for further growth and development, and plans for self-evaluation) submitted for CEPH review.

(4) A complete CEPH site visit to validate the prospectus.

ACCREDITATION STANDARDS AND GUIDELINES:

CRITERIA FOR ACCREDITATION OF GRADUATE SCHOOLS OF PUBLIC HEALTH, 1980.

CRITERIA FOR ACCREDITATION OF COMMUNITY HEALTH/ PREVENTIVE MEDICINE GRADUATE PROGRAMS IN HEALTH SCIENCE SCHOOLS OTHER THAN SCHOOLS OF PUBLIC HEALTH, 1980.

ACCREDITATION CLASSIFICATIONS:

Preaccreditation Status: Accorded to schools and programs which, after CEPH review, are judged, to have the promise of meeting the criteria for full accreditation.

Accreditation: Accorded to a school or program which, after the appropriate site visit and review, is judged to have met the standards for accreditation. This status is normally awarded for a period of five years, at the end of which time complete review is held.

Probationary Accreditation: An accredited school or program may be placed on probation when, after the appropriate site visit and review, it is judged to be deficient in resources or procedures to accomplish the missions and objectives that it has defined, but is not so deficient as to merit revocation of accreditation. A school or program may also be placed on probation if, in the course of an accreditation review, it fails to fulfill the requirements for such review. This status is given for a specific period of time, not to exceed three years or until the deficiencies are demonstrated to have been remedied.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Revocation of Accreditation: Accreditation may be revoked after the appropriate site visit and review of a school or program which has previously been placed on probation, if the CEPH deems that the unit does not meet the standards for accreditation. Accreditation may also be revoked if a unit does not permit re-evaluation after having been given due notice of review. Revocation may be appealed upon written request. The school or program may reapply for accreditation and request a site visit for review at any time it has fulfilled the requirements.

Denial of Accreditation: After the initial site visit and review of a new school or program, accreditation may be denied if the CEPH deems that it does not meet the standards for accreditation. Appeal and reapplication are those stated above for the revocation of accreditation.

THE ACCREDITING PROCESS:

(1) An application for initial accreditation is made in writing by the chief executive officer of the university or the chief administrator of the university component of which the school or program of public health is a part.

(2) The council considers the application at its next regular meeting and may require a preliminary visit by its staff or other representatives prior to a decision to undertake an official review.

(3) A self-study is required of all new units applying for initial accreditation and for all units reviewed for reaccreditation.

(4) An evaluation team visit follows the submission of a satisfactory self-study. Four member teams for visits to schools of public health include one or two public health educators, one or two public health practitioners, and one generalist educator or public member. Two member teams for public health programs outside schools of public health, teams include one public health educator and one public health practitioner. For school teams, the generalist member is either a CEPH councilor or is appointed, on request from the school, by the regional accrediting agency whose area includes the school to be visited. Currently, public members those who are on the CEPH Board of Councilors. A CEPH staff member, customarily the executive director or associate director, accompanies the team as a visit coordinator who attends all scheduled sessions of the visit.

(5) A draft report of the team's visit is forwarded to the chief administrator of the school or program for corrections of factual errors or misinterpretations.

(6) The school or program may file additional material or take issue in writing with the findings and opinions of the team.

(7) The council considers the team's report at its next regularly scheduled meeting. The chief administrator of the school or program is invited to attend this meeting to comment on progress since the time of the visit or to disagree with the team's report. Action on accreditation status is taken by the council in executive session by majority vote.

(8) Notification of the accreditation decision is forwarded to the chief executive of the university and to the administrative head of the school or program approximately one month following the council's decision.

(9) In the case of an adverse decision, the school or program is notified of the specific reasons for this action as well as its right of appeal.

(10) The council publishes a formal statement on its policy and procedures for appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS AND PROGRAMS: If, at any time in the scheduled interval between accreditation reviews, an accredited school or program undergoes major oganizational changes which may potentially affect the administration, scope, or quality of its offerings, the unit may request a re-evaluation by the CEPH, or the CEPH may require a review before the date stipulated at the last review.

FEES AND DUES (1980):

(1) *Pre-application Consulation:* $250.00 per day, plus travel and living expenses for staff consultant.

(2) *Initial Application:* $1000.000 payable by either a graduate school of public health or a graduate public health program in the calendar year in which initial application is made, and annually thereafter until a change from applicant status is achieved.

(3) *Annual Support:* $2000.00 per calendar year for accredited graduate schools of public health; $2000.00 per calendar year for preaccredited graduate schools of public health; $1000.00 per calendar year for single accredited graduate public health programs; $1000.00 per calendar year for single preaccredited graduate public health programs.

This support provides for maintenance of a recognized accrediting agency; availability of CEPH consultation regarding program development in accordance with accreditation standards; review of interim reports; and whatever other services may be sought that CEPH is able to provide.

(4) Accreditation Review: $2000.00 for graduate schools of public health, in addition to annual service support (or application payment in the case of schools having applicant status) to cover pre-self-study consultation, self-study review, an on-site visit, and the CEPH accreditation decision; $1500.00 for single graduate public health programs, in addition to annual service support (or application payment in the case of programs having applicant status) to cover pre-self-study consultation, self-study review, an on-site visit, and the CEPH accreditation decision.

For both schools and programs, the amounts shown are payable in the calendar year the on-site visit takes place, prior to the CEPH meeting at which the accreditation decision is to be made. In addition, travel and living expenses must be paid for all individuals involved in pre-self-study consultation visits, and on-site visits. All costs of hearing following appeal of a decision by the CEPH are borne by the appellant school. The one exception to the CEPH billing procedure is for the expenses of any site visitor designated by a regional accrediting commission. That commission will bill the school for exact travel and maintenance costs plus a modest honorarium for its designee to an official CEPH accreditation site visit team.

COUNCIL ON REHABILITATION EDUCATION

3101 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60616
TELEPHONE 312-791-9105

Executive Director
  Ivan M. Lappin
President
  Daniel C. McAlees
  Director, Research and Training Center, University of Wisconsin-Stout

The Council on Rehabilitation Education was established in 1971. Sponsoring/collaborating organizations are: American Rehabilitation Counseling Association; National Association of Rehabilitation Facilities; Council of State Administrators of Vocational Rehabilitation; National Council on Rehabilitation Education; National Rehabilitation Counseling Association, Commission on Accreditation of Rehabilitation Facilities; Commission on Rehabilitation Counselor Certification; National Congress of Organizations of the Physically Handicapped; National Association of Non-white Rehabilitation Workers; and National Rehabilitation Administration Association.

POSTSECONDARY EVALUATING BODY

COMMISSION ON STANDARDS AND ACCREDITATION/CORE
Chairman
  Henry Williams
  Deputy Director, Manhattan Psychiatric Center

The Commission on Standards and Accreditation was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF RECOGNITION: Grants recognition to master's degree programs in Rehabilitation Counselor Education.

NUMBER OF RECOGNIZED PROGRAMS:
63

MEMBERSHIP: The Commission on Standards and Accreditation is composed of:

5 members of CORE
1 representative of the American Rehabilitation Counseling Association
1 representative of the National Council on Rehabilitation Education
1 representative of the Council of State Administrators of Vocational Rehabilitation
1 representative of the National Association of Rehabilitation Facilities
1 representative of the National Rehabilitation Counseling Association
5 at-large members chosen from groups such as the general public, minorities, and handicapped persons
15 TOTAL

All members are appointed by CORE upon the basis of their experience, professional leadership, geographic distribution, and other pertinent factors. Term of membership is three years. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY CRITERIA FOR EDUCATION: To be eligible for evaluation, a program must be part of an educational institution which is accredited by the appropriate regional accrediting body and which offers graduate degrees in areas other than that being evaluated. Further, the program must have institutional approval for courses and degrees offered, a person designated as coordinator or the equivalent in position, and a written statement of its mission, objectives, curriculum and criteria for student selection. A program need not have begun course instruction to apply. A program may be considered for accreditation if it has met the following criteria: (a) graduated at least thirty students at the time of application; (b) graduated students for at least two consecutive years at the time of application; (c) has the equivalent of at least one full-time faculty position assigned to the program under consideration.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards for Rehabilitation Counselor Education Programs" in *ACCREDITATION MANUAL FOR REHABILITATION COUNSELOR EDUCATION PROGRAMS*, 1978.

RECOGNITION CLASSIFICATIONS:

Candidate for Accreditation: Granted to programs which are in the early stages of development or implementation, up to the point of graduating their first students. This recognition is a judgment that a program complies with those standards applicable at the program's stage of development. Candidate for Accreditation is, by definition, a conditional recognition for a maximum of two years, at which time evaluation for Preliminary Accreditation will occur.

Preliminary Accreditation: Granted to programs which have been fully operational for at least one year at the time of application, and if having graduated students, they are neither sufficient in number nor have been employed long enough since graduation to allow for the objective assessment of their professional performance. This recognition is a judgment that a program complies with all standards except those relating to the performance of graduates. Term of recognition is three years.

Accreditation: Granted to programs which have been fully operational long enough to allow for the objective assessment of the professional performance of graduates. This recognition is a judgment that a program complies with all standards and is deemed able to maintain that level of compliance through the term of recognition. Terms are for three or five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation will be withdrawn if the RCE program does not continue to meet th minimum standards of the Council.

THE ACCREDITING PROCESS: The basic steps once eligibility for consideration has been approved are:

(1) All members of the Commission on Standards and Accreditation and the regional accrediting body which has already accredited the parent institution are informed by the CORE office that the program is being evaluated, and the type of recognition for which it is being considered.

(2) Data collection forms and instructions are sent by the CORE office to the program coordinator for completion or distribution.

The coordinator completes the form providing program descriptive information and distributes individual questionnaires to faculty, students, agency internship supervisors, and recent graduates and their employers.

(3) The coordinator sends a listing of persons to whom questionnaires were distributed to the CORE office for use in follow-up and verification.

(4) The coordinator returns the completed program description form to the CORE office.

(5) Upon receipt and review of descriptive information, the CORE office may request additional information from the program coordinator if it appears that the material submitted will not allow for the complete evaluation of the program.

(6) Upon receipt of all information and data from individual respondents, quantifiable responses are analyzed by computer. Some characteristics of the program may be given quantitative ratings by commission members or other qualified reviewers and those ratings entered into the computer analysis.

(7) The descriptive information and computer analysis of program data and ratings are submitted to a Review Committee composed of three members of the Commission on Standards and Accreditation.

(8) The Review Committee prepares a statement of program strengths and weaknesses, based on the data available. This report is sent to the program coordinator along with an invitation to provide any additional information that might complement the report or enhance the accuracy of any part of it.

(9) Any additional information from the coordinator is returned to the Review Committee for consideration in preparation for its final report to the commission.

(10) The Review Committee report is submitted to the commission and a copy sent to the program coordinator along with notification of the time, date and location the commission will hold its hearing on the report. Accompanying the notification will be a statement of hearing procedures, which will include: provisions for the coordinator and/or other institution officials to appear; notification of intent to appear; limitations on new evidence; and, requirements regarding prior submission of written testimony.

(11) The commission develops and, in official session, approves a written evaluation of the program concluding with a recommendation to CORE regarding recognition.

(12) The final decision regarding recognition is made by CORE.

The decision is based on documented information, all of which has been made available to the program coordinator for review, and any interpretations or conclusions offered at the hearing. Regardless of the outcome of the decision, the period of application ends at that time.

(13) The results of CORE's decision regarding recognition are announced in writing to the program coordinator, the institutional official(s) signing the application, and the appropriate regional accrediting body.

PROCEDURES REQUIRED OF RECOGNIZED PROGRAMS:

A recognized program must make an annual report on any major changes in faculty, curriculum, or departmental affiliation; and action taken on recommendations.

FEE SCHEDULE:

Application Fee: $200 to accompany the application or to be received prior to consideration of the application

Accreditation Evaluation Fee: $800 payable by programs being evaluated for compliance with standards

Sustaining Fee: $300 payable annually by programs on an active status with CORE, either awaiting evaluation or having been recognized, in years other than those when the evaluation fee is applicable

COUNCIL ON SOCIAL WORK EDUCATION

345 EAST 46TH STREET
NEW YORK, NEW YORK 10017
TELEPHONE: 212-697-0467

Executive Director
  Gary Lloyd
Associate Director
  Carl A. Scott
President
  Dorothy Daly
  National Conference of Catholic Charities, 1346 Connecticut Avenue, N.W., Washington, D.C.

The Council on Social Work Education was established in 1952 to assume accrediting functions previously performed by the American Association of Schools of Social Work.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Director, Division of Standards and Accreditation
  Sidney Berengarten
Chairperson
  Elaine Rothenberg
  Dean, School of Social Work, Virginia Commonwealth University

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Commissioner of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and master's degree programs of schools of social work. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS/SCHOOLS:

86 graduate programs
258 baccalaureate programs

MEMBERSHIP: The Commission on Accreditation consists of:

16 members with full-time college or university appointments
7 members at large (including two student members)
23 TOTAL

Membership is determined by geographic representation, ethnic and racial diversity, and balance of: (1) faculty and program administrators from baccalaureate and graduate programs; (2) baccalaureate and graduate students; and (3) social work and social welfare practice. Members are appointed by the president of the council. Term of membership is three years. with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: The National Association of Social Workers, the Organization of Clinical Social Workers, and certain other organizations in the field require a degree from an accredited program for membership.

ACCREDITATION AND LICENSURE: Approximately 25 states require degrees from accredited programs for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Eligibility criteria for graduate programs are:

(1) A school seeking accreditation must be an integral part of an educational institution, institutionally accredited.

(2) A school must have sufficient antonomy within the sponsoring educational institution to fulfill its educational purpose.

(3) A school must have a full-time dean or director as its executive director selected from the social work profession.

(4) A school must offer a graduate program of not less than two academic years of professional education in social work leading to the master's degree.

(5) A school must have a stated policy against discrimination on the basis of race, color, creed, ethnic or national orgin, age or sex.

Eligibility criteria for baccalaureate programs are:

(1) The program has as its stated educational objective preparation for beginning social work practice.

(2) The educational institution of which the program is a part: (a) is accredited by its institutional accrediting association to award a baccalaureate degree; (b) identifies and describes the social work program in its catalog; (c) indicates on the transcript or other

permanent institutional record that the student has successfully completed the program preparing for beginning professional social work practice and limits such certification to students who have completed the program in its entirety; (d) specifies in any reference to accreditation the educational level, e.g., baccalaureate, for which accreditation is being sought or has been received.

(3) The program has a designated program director, who is responsible for the direct educational leadership of the program and faculty members who are responsible for planning and teaching the content on social work practice and coordinating field instructions, all of whom have graduate degrees from an accredited school of social work.

(4) The program must have a stated policy against discrimination on the basis of race, color, creed, ethnic or national origin, age or sex.

ACCREDITATION STANDARDS AND GUIDELINES:

MANUAL OF ACCREDITING STANDARDS FOR GRADUATE PROFESSIONAL SCHOOLS OF SOCIAL WORK, April, 1971.

STANDARDS FOR THE ACCREDITATION OF BACCALAUREATE DEGREE PROGRAMS IN SOCIAL WORK, July 1, 1974.

ACCREDITATION CLASSIFICATIONS:

Candidacy: Granted to programs usually in the first year of implementation which appear to be making satisfactory progress toward qualifying for accreditation. Accreditation appears to be likely when the program is fully implemented. Maximum term is three years.

Initial Accreditation: Granted to fully implemented programs which are in compliance with standards. Maximum term is three years with a mandatory review at the close of the term.

Accreditation: Granted to programs which have completed the initial accreditation cycle and which are in full compliance with the standards. Maximum term is seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Rejection of Application: The commission may reject an application for candidacy or initial accreditation for non-compliance with the standards. In such cases, the commission makes recommendations for the development needed to meet the standards and achieve objectives of professional social work education. The school may show cause why its application should not be rejected in accordance with the stated procedures of the commission.

Denial of Accredited Status: If the decision is to deny accredited status, the commission outlines the reasons for the action. The school may show cause why accredited status should not be denied in accordance with the stated procedures of the commission.

Probationary Accreditation: If the decision is to place a program in probationary accreditation, a show-cause notice is sent to the school. The school may show cause why probationary status should not be withdrawn in accordance with stated procedures of the commission.

Withdrawal of Accreditation: If the commission determines that withdrawal proceedings should be initiated, a show-cause notice is sent to the school. The school may show cause why accredited status should not be withdrawn in accordance with the stated procedures of the commission.

THE ACCREDITING PROCESS:

(1) A new school seeking accredited status files a formal application for candidacy for accreditation prior to the admission of students.

(2) Following a review of the report from the school and the report of an on-campus visit, the commission may accept or reject the application for candidacy.

(3) A self-evaluation, prepared in accordance with the Accrediting and Self-Study Outline, is required of every school seeking initial accreditation or reaffirmation of accreditation.

(4) An on-site visit by an evaluation team follows the submission of a satisfactory self-study. The duration of the visit is usually two days for baccalaureate programs; three for graduate programs; and four for combined programs. The team normally consists of three to five members (including one practitioner) although this number may vary depending upon the size of the program or the number of branch campuses involved. Expenses for the visit usually average $300-$400 per team member and are billed directly to the host institution. In addition, the institution is billed an application fee or a re-accreditation fee.

(5) The report of the team's visit is forwarded to the host program and to the commission. The institution is requested to submit a response to the report for consideration by the commission.

(6) The commission, in plenary session, studies the report of the

evaluation team and the faculty's response to it, taking into account all available evidence of strengths and weaknesses in the organization, content, and administration of the total program of the school, and arrives at a decision based upon evaluation of all data presented.

(7) The action taken by the commission is communicated by letter from the chairperson to the appropriate administrative officer of the institution and to the dean or director of the applicant school approximately two months after the team visit.

(8) The decision by the commission is final, subject to review by a committee of the Board of Directors, provided that the school may not appeal such decision if it has not availed itself of the show cause procedure. A request for board review shall automatically stay the decision until final disposition of the review. A negative decision of the commission shall not be made public pending final disposition of the board review, if such review is requested by the school.

(9) A policy statement on appeal procedures is made available to the programs.

PROCEDURES REQUIRED OF SCHOOLS HOLDING CANDIDATE STATUS:

(1) After admission to candidacy status, the executive secretary to, or a commissioner appointed by the chair of the commission will visit the school at least once each year until it is accredited, to assess with the school its progress toward accreditation.

(2) The school is required to file an annual report and such other reports as may be required by the commission.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: Accredited schools are required to file annual statistical reports and such interim progress reports as may be required by the commission.

FEES AND DUES:

	Baccalaureate	Graduate
Application fee	$500*	$500
Reaccreditation fee	500	500

Annual dues are based upon the number of degrees granted for the academic year and range from $500-$1500 for baccalaureate programs and $1250-$2500 for graduate programs.

(*$200 upon application; additional $300 if site visit authorized.)

FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

730 FIFTH AVENUE
NEW YORK, NEW YORK 10019
TELEPHONE: 212-586-7266

Director of Administration
Edna V. Kane
Chairman of the Board of Trustees
Lyman T. Johnson
Professor, University of Oregon

The Foundation for Interior Design Education Research was established in 1971 by the American Institute of Interior Designers and the National Society of Interior Designers (who have since merged to form the American Society of Interior Designers), and the Interior Design Educators Council.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs in interior design and interior architecture from the junior college through the graduate levels. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
44

MEMBERSHIP: The Board of Trustees consists of:

6 members appointed by the founding organizations
Advisory Committee to Board of Trustees
2 public members
2 community of interest
10 TOTAL

Members of the board must be professional practitioners or interior design educators who are members of one of the parent organizations. Term of membership is three years with no stipulated policy concerning the number of consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for FIDER accreditation, a college, school, or institution must:

(1) Be classified as primarily postsecondary;

(2) Be already accredited by one of six regional accrediting associations or others nationally recognized by the U.S. Commissioner of Education, or properly chartered and licensed to operate and offer instruction leading to degrees, diplomas, or certificates with educational validity;

(3) Have an interior design program which has been in operation long enough to make possible an objective evaluation of the program (this requires having graduates from the program entering the field for at least two years prior to application for accreditation);

(4) Provide a curriculum in interior design requiring the completion of secondary education, or equivalent, by students as a condition for entrance.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS AND GUIDELINES FOR THE ACCREDITATION OF COMMUNITY AND JUNIOR COLLEGE PROGRAMS IN INTERIOR DESIGN

STANDARDS AND GUIDELINES FOR THE ACCREDITATION OF PROFESSIONAL SCHOOL PROGRAMS IN INTERIOR DESIGN

STANDARDS AND GUIDELINES FOR THE ACCREDITATION OF BACCALAUREATE PROGRAMS IN INTERIOR DESIGN

STANDARDS AND GUIDELINES FOR THE ACCREDITATION OF GRADUATE INTERIOR DESIGN EDUCATION PROGRAMS

ACCREDITATION CLASSIFICATIONS:

Initial Provisional: Applies to the initial accreditation of a school. Maximum term is two years.

Provisional: In situations where serious inadequacies in some aspects of an education program of an accredited school are identified by an accrediting team, the program may be placed on provisional status.

Accreditation: Applies to programs which evidence compliance with FIDER standards. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Denial of Accreditation: Application for accreditation may be denied if the school does not present evidence of compliance with accrediting standards.

Revocation: In the event that serious persistent inadequacies exist in a particular program for an extended period of time after being called to the attention of the faculty and administration of the institution, the Accreditation Committee can recommend revocation of accreditation. This recommendation of revocation can only be for specific and clearly stated reasons after a review of the program by a visiting team and when their recommendations have been ignored or not been implemented. In this event, the FIDER Board of Trustees is empowered to revoke the accreditation and notify the proper local and national authorities. A school which has had its accreditation revoked for a program may request reinstatement or reaccreditation when the inadequacies have been rectified.

THE ACCREDITING PROCESS:

(1) The institution applies to FIDER on a form provided by the FIDER staff. The board and accreditation chairman act on applications and determine the programs to be visited during the following year for the first time and for reaccreditation. Some of these visits may be scheduled in cooperation with regional accrediting associations. The institution may request the appointment of a generalist to accompany the FIDER visiting team.

(2) At least six months before the date of the visit, the staff of FIDER sends copies of the FIDER school evaluation report form and the application for accreditation to the school. The school returns the report with a copy of its bulletin and supplementary materials.

(3) An on-site visit by an evaluation team follows the submission of the school evaluation report. The team usually consists of not more than three persons. A generalist and student may be requested to take part in the visit. The usual duration of the visit is three days. Expenses to the initial accreditation team visit are included in the initial application fee.

(4) The report of the visiting team guides the Board of Trustees in its action on accreditation. The chairman of the Committee on Accreditation and the FIDER staff use the team report in drafting a committee report which includes a summary of the findings of the visiting team and suggestions for strengthing the interior design

program of that particular school. The visiting team report is circulated to all members of the committee and to the FIDER trustees for balloting. A copy with the team's recommendations on accreditation to the FIDER Board of Trustees, is sent to the chief administrative officer of the program for factual review before final action is taken.

(5) The chairman of the Board of Trustees notifies the president of the school or university of the action of the board approximately six months following the team visit.

(6) In the event the decision is not to accredit or re-accredit a program, the letter of notification states the reasons for the adverse accrediting action and advises the school of the right of appeal and of the appeal procedure.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited school makes an annual interim report and is revisited every five years to assure that it maintains adequate standards. Occasionally the Committee on Accreditation finds it necessary to revisit a school prior to the end of the accreditation period, as in the case of a provisionally accredited program or where substantive changes in program personnel have occurred.

FEES AND DUES: The required fee for initial evaluation of a school is $1500. If the school is accredited, it pays an annual fee of $300 after the first year and is not charged for regular reaccreditation visits thereafter.

(Effective July 1, 1980 for all new programs: Initial and reaccreditation fees $1,800, annual fee $300, interim review and provisional accreditation fees $600 per team member. Effective January 1, 1982 the new fee structure becomes effective for all programs.)

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JOINT REVIEW COMMITTEE FOR RESPIRATORY THEORY EDUCATION

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Executive Director
  Philip A. von der Heydt
Chairperson
  George G. Burton
  Physician, Department of Pulmonary Medicine, White Memorial Hospital, Los Angeles, California

The Joint Review Committee for Respiratory Theory Education was established in 1956 as the Board of Schools for Inhalation Therapy. The present title was adopted in 1974. The JRCRTE is currently sponsored by the American Association for Respiratory Therapy, American College of Chest Physicians, American Society of Anesthesiologists, and the American Thorasic Society.

ACCREDITING FUNCTION: The Joint Review Committee for Respiratory Theory Education recommends to the Committee on Allied Health Education and Accreditation, American Medical Association (CAHEA-see p. 131) the appropriate action regarding the accreditation of educational programs for respiratory therapists and respiratory therapy technicans.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation, as a review committee for CAHEA. Listed by the U.S. Office of Education, as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Educational programs for respiratory therapists and respiratory therapy technicians. Geographic scope is national, including Puerto Rico.

NUMBER OF ACCREDITED PROGRAMS:
180 respiratory therapist programs
172 respiratory therapist technician programs

MEMBERSHIP: The Joint Review Committee for Respiratory Theory Education is composed of:

2 representatives from the American Society of Anesthesiologists
2 representatives from the American College of Chest Physicians
2 representatives from the American Thorasic Society
6 representatives from the American Association for Respiratory Therapy
1 public member
13 TOTAL

Term of membership varies among appointing organizations.

ACCREDITATION AND CERTIFICATION: All candidates who sit for the certification examinations for respiratory therapists and respiratory therapist technicians must be graduates of a JRCRTE/CAHEA accredited program.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The institution offering the program for respiratory therapists must be a postsecondary educational institution accredited by an accrediting agency recognized by the Council on Postsecondary Accreditation or the U.S. Office of Education.

(2) The institution offering the program for respiratory therapy technicians must: (a) be a postsecondary educational institution accredited by an accrediting agency recognized by the Council on Postsecondary Accreditation or the U.S. Office of Education; or (b) be a JCAH hospital or one that meets JCAH requirements for accreditation and be affiliated with an appropriately accredited educational postsecondary institution.

ACCREDITATION STANDARDS AND GUIDELINES:

GUIDELINES, ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE RESPIRATORY THERAPIST, 1977.

GUIDELINES, ESSENTIALS OF AN ACCREDITED EDUCATIONAL PROGRAM FOR THE RESPIRATORY THERAPY TECHNICIAN, 1977.

ACCREDITATION CLASSIFICATIONS:

Accreditation: The program is in substantial compliance with all Essentials for accreditation. Maximum term is five years.

Accreditation with Qualifications: The program has shortcomings or deficiencies in compliance with the Essentials which, however, are believed to be correctable. Maximum term is usually one year.

Probationary Accreditation: Evidence is available to verify the existence of program characteristics which represent failure to be in substantial compliance with the Essentials and which threaten the capability of the program to provide acceptable educational experiences for its students. Maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withheld: An applying program, as currently planned or conducted, does not fulfill several major requirements specified in the essentials and the deficiencies are not easily correctable.

Accreditation Withdrawn:

(1) *At the Request of the Institution:* The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

(2) *Failure to Comply with Essentials:* The sponsoring institution fails to show evidence of substantial compliance with the Essentials within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of a JRCRTE/CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) An programmatic self-study is required of all programs applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study report. The team consists of two members—one qualified physician who must be eligible to be the medical director of the program visited and one qualified respiratory therapist who must be eligible to be program director of the program visited. An assessment fee is charged to help defray the expenses of the visit.

(3) The report of the evaluation team visit is reviewed by JRCRTE and an appropriate recommendation concerning accreditation is reached.

(4) The recommendation of the JRCRTE is forwarded to CAHEA.

(5) The director of the educational program and appropriate

administrative officers of the institution are informed by letter of the recommendation of JRCRTE and the action taken by CAHEA.

(6) The institution may appeal an adverse decision, according to the established policies and procedures of JRCRTE/CAHEA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited program is required to submit an annual report to CAHEA. This report, filed on a standard form supplied, requests statistical data concerning students, faculty, and such other information as CAHEA may from time to time require.

FEES:

Annual fee	$200 + $25 per clinical affiliate
Evaluation fee	$300

LIAISON COMMITTEE ON MEDICAL EDUCATION

Sponsored by

COUNCIL ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION
535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-751-6310

and

ASSOCIATION OF AMERICAN MEDICAL COLLEGES
ONE DUPONT CIRCLE, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-828-0670

Secretary (odd-numbered years, beginning July 1)
  Edward S. Petersen
  Council on Medical Education, AMA
Secretary (even-numbered years, beginning July 1)
  J.R. Schofield
  Association of American Medical Colleges
Co-Chairmen
  Perry J. Culver, M.D.
  Steven C. Beering, M.D.

Since 1942, the Liaison Committee on Medical Education has served as the national accrediting agency for all programs in medical education leading to the M.D. degree. The LCME is sponsored, staffed, and financed by the Council on Medical Education of the American Medical Association and the Association of American Medical Colleges. Prior to 1942, the beginning in the late nineteenth century, medical schools were reviewed and approved separately by the AAMC and the AMA.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

176

SCOPE OF ACCREDITATION: Accredits programs in medical education leading to the M.D. degree and programs in the basic medical sciences; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:
142

MEMBERSHIP: The membership of the Liaison Committee consists of eighteen members as follows:

6 representatives appointed by the Council on Medical Education, AMA
6 representatives appointed by the Executive Council, AAMC
2 public member participants
2 students (non-voting)
1 federal participant designated by the Secretary, DHEW (non-voting)
1 representative of the Committee for the Accreditation of Canadian Medical Schools (non-voting except on Canadian schools)
18 TOTAL

Professional Members should: (1) hold the M.D. degree, its recognized foreign equivalent, or the appropriate advanced degree in a basic medical science or in hospital or health care administration, or be eminently qualified in health care administration; and (2) currently hold, or have held, a faculty appointment at an accredited U.S. or Canadian medical school, or otherwise be eminently qualified in the process of undergraduate medical education. Public Members should by virtue of education, experience and public service possess special qualifications for bringing a "public" perspective to the process of evaluating medical education programs; however, in order to ensure the requisite impartiality to represent the public at large, members of the medical profession, persons otherwise eligible for selection as professional members, and anyone else who might be considered as sharing in the special interests of the institutions being evaluated shall be ineligible for service as a public member. Student Participants should: (1) be in their third or fourth year of medical school and have commenced the clinical phase of study; (2) be in good academic standing; (3) be persons whose performance warrants the judgment that their responsibilities to the

Liaison Committee on Medical Education would be capably executed; and (4) be persons whose adacemic standing will not be jeopardized by the time needed to discharge their responsibilities to the Liaison Committee on Medical Education. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation of a medical school by the LCME carries with it eligibility for membership in the Association of American Medical Colleges.

ACCREDITATION AND LICENSURE: Accreditation is taken into consideration by all medical licensure boards in the United States and Canada.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The medical school, either separately or as a part of the university or another appropriate corporate entity, must be legally recognized and authorized by the geographic jurisdiction in which it is located to confer the M.D. degree.

(2) If the medical school is a component of a university, accreditation by the appropriate regional association is usually required.

ACCREDITATION STANDARDS AND GUIDELINES:

ACCREDITATION OF SCHOOLS OF MEDICINE: POLICY DOCUMENTS AND GUIDELINES, June, 1973.

SPECIAL CRITERIA FOR PROGRAMS IN THE BASIC MEDICAL SCIENCES, December, 1973.

ACCREDITATION CLASSIFICATIONS:

Reasonable Assurance: Granted to developing schools which provide an acceptable plan for development which, if implemented as projected, may reasonably be expected to conform to the requirements for provisional accreditation.

Provisional Accreditation: Granted to developing schools which have been surveyed approximately one year prior to enrollment of a charter class of medical students and which are providing acceptable training up to that point.

Accreditation: Granted to schools which have met minimum standards for the entire four year period of training. Maximum term is ten years.

Probationary Accreditation: Granted to schools which do not evidence full compliance with accrediting standards and guidelines. Maximum term is one to two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation and according to due process, if the school evidences serious deficiencies according to LCME standards.

THE ACCREDITING PROCESS:

(1) The LCME through the efforts of the professional staff members of the two parent councils, provides factual information, advice, and both informal and formal consultation visits to newly developing schools at all stages from initial planning to actual operation.

(2) All schools, except those in the process of early development, are required to submit an institutional self-study. At least twelve months prior to a scheduled survey visit, seven sets of the Medical Education Data Base form are sent to the medical school. Each of the major departments is expected to submit descriptive data and a departmental self-analysis along with more general information compiled by the dean's office. These data are placed at the disposal of a broadly based institutional self-study task force which has the duty to prepare a general analytic summary of the status of the school.

(3) An on-site visit is made by a survey team. The team usually consists of four members, two of whom are representatives of the AAMC and two of the CME/AMA. These are persons who have had broad experience in many facets of medical education, including university and hospital administration, teaching, research, and medical practice. Additional members may be added to the team in response to special problems of the institution being visited. The visit usually takes three to four days. Expenses for visits made for reasonable assurance and provisional accreditation are billed directly to the host institution, and usually average about $400 per team member. Expenses for other types of survey visits are assumed by LCME.

(4) The team prepares a written report containing comments on the school's strengths and weaknesses, suggestions for improvement, and recommendations to the LCME and the sponsoring councils regarding accreditation. A draft copy is submitted to the

chief administrative officer of the school for comment on the findings and correction of factual data and then a final version is sent to members of the Council on Medical Education, and to the Executive Council of the Association of American Medical Colleges for their comments on the report and criticisms of the team's recommendations regarding accreditation.

(5) The LCME makes all accreditation decisions.

(6) The action of the Liaison Committee is transmitted by the secretary to the president of the institution, to the dean of the medical school, and to the chairman of the Board of Trustees of the school.

(7) An appeal from an accrediting decision may be made according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS:

(1) All schools holding any type of accreditation status are required to submit annual reports and such other progress or interim reports as may be required by the Liaison Committee.

(2) If a school is granted a ten year term of approval, it is required to submit a five-year interim status report detailing significant changes.

FEES: All direct costs of advice, consultation, evaluation, and accreditation of medical education leading to the M.D. degree are borne by the two parent organizations, not the institution, except for requests from proposed new schools of medicine for a Letter of Reasonable Assurance and original requests for LCME surveys leading to provisional accreditation. In these two circumstances, the institution is expected to pay all direct costs as well as a modest fee to be applied toward indirect costs.

MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

3624 MARKET STREET
PHILADELPHIA, PENNSYLVANIA 19104
TELEPHONE: 215-662-5600

Executive Director
  Calvin L. Crawford
President (1980)
  J. Harrison Marson
  Dean, Student Affairs, Union College, Cranford, New Jersey

The Middle States Association of Colleges and Schools was established in 1887 as the College Association of the Middle States and Maryland.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON HIGHER EDUCATION
Executive Director
  Robert Kirkwood
Chairperson
  Milton G. Bassin
  President, York College of the City University of New York

The Commission on Higher Education was established in 1919 as the Commission on Institutions of Higher Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions in the Middle States region, including New York, Pennsylvania, New Jersey, Maryland, Delaware, District of Columbia, Puerto Rico, American Virgin Islands, Canal Zone, and a few European countries.

NUMBER OF ACCREDITED INSTITUTIONS:

468 accredited institutions
29 candidate institutions

MEMBERSHIP: The membership of the Commission on Higher Education reflects the geographical constituency as well as representation from a cross section of institutional types, and consists of:

21 members from accredited institutions
3 public members

All members are elected by the membership of the association at the annual December meeting. Membership term is three years with a maximum of two consecutive terms. Officers (chairperson, first and second vice-chairpersons) may serve maximum terms of nine years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An institution applying for candidate status with the commission must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award an academic degree.

(2) Have a governing board which includes a membership broadly representative of the public interest.

(3) Devote all, or substantially all, of its gross income to the support of its educational purposes and programs.

(4) Have established an adequate financial base of funding commitments, and have available an externally audited financial statement not more than one year old.

(5) Have employed a chief administrative officer.

(6) Offer, or plan to offer, one or more postsecondary educational programs equivalent to at least one academic year in length, with clearly defined and published objectives and a statement of the means for achieving them.

(7) Require, in addition to study of the areas of specialization proper to its principal educational programs, some work in general education and liberal arts or related areas, either as a prerequisite to or as clearly defined elements in those programs.

(8) Have admissions policies compatible with stated institutional objectives.

ACCREDITATION STANDARDS AND GUIDELINES:

CHARACTERISTICS OF EXCELLENCE IN HIGHER EDUCATION AND STANDARDS FOR MIDDLE STATES ACCREDITATION, 1977.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Awarded to developing or applying institutions which satisfy eligibility requirements and which present evidence of sound planning, adequate resources to implement planning, and potential for attaining stated goals within a reasonable time; designed for postsecondary institutions which may or may not be fully operative; maximum term is six years.

Initial Accreditation: Awarded to institutions upon completion of candidate status; maximum term is five years.

Continuing Accreditation: Awarded to member institutions for a specific term, not exceeding ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

(1) The commission may, after full deliberation and according to due process, defer or deny any institution's application for candidate, initial, or continuing accreditation.

(2) The commission may require a member institution which fails to provide satisfactory evidence of the maintenance of educational quality to show cause why its accreditation status should not be revoked.

(3) The commission's policy statement on appeals of accreditation decisions is available upon request.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study. The team consists of approximately seven to nine peers from member institutions appointed by the commission's staff. The average visit is three days in length. Expenses of the team visit are assumed by the host institution and usually average about $350 per member. In addition, an evaluation fee of $350 is assessed for initial and reaffirmation of accreditation. The initial assessment fee for candidacy is $150.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution submits a written response to the commission presenting its reaction to the team report.

(5) The commission notifies the institution of the accreditation decision approximately two to four months following the evaluation visit.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: Institutions admitted to candidate status are required to:

(1) File an annual institutional data summary in accordance with guidelines supplied by the commission office.

(2) File a copy of the annual external financial audit on either October 15 or February 15 of each year.

(3) File a semi-annual interim report with the commission office on October 15 and February 15 of each year.

(4) Work with a consultant appointed by the commission.

(5) Undertake a self-study, be evaluated, and receive an accreditation decision from the commission within six years of admission to candidate status.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.

(2) Submit a periodic review report at regular intervals not exceeding five years.

(3) Submit an annual data summary and such other reports as required by the commission.

FEES AND DUES: The commission's financial support comes from two sources: annual dues and fees paid by member and candidate institutions of higher education, and fees and charges for special services. Dues and fees also support the general activities of the association. Each institution's assessment helps to sustain an independent, non-governmental accrediting process encouraging the improvement of higher education and the freedom of institutions to participate in the development of policies and procedures fostering educational excellence.

Member and candidate institutions are billed for dues on the basis of full-time equivalent enrollment according to the following scale:

Full-Time Equivalent Enrollment	Annual Dues (Fees)
Under 500	$ 430
501 to 1,000	740
1,001 to 2,000	800
2,001 to 3,500	980
3,501 to 5,000	1,100
5,001 to 10,000	1,350
More than 10,000	1,470

NATIONAL ACCREDITATION COUNCIL FOR AGENCIES SERVING THE BLIND AND VISUALLY HANDICAPPED

79 MADISON AVENUE
NEW YORK, NEW YORK 10016
TELEPHONE: 212-683-8581

Executive Director
  Richard W. Bleecker
President
  Otis H. Stephens, Jr.
  Professor, Political Science, University of Tennessee

The National Accreditation Council for Agencies Serving the Blind and Visually Handicapped was established in 1967.

Sponsoring Organizations are: Affiliated Leadership League of and for the Blind of America, American Association of Workers for the Blind, American Council of the Blind, Association for Education of the Visually Handicapped, The General Council of Workshops for the Blind, International Services for the Blind, National Braille Association, National Industries for the Blind.

Supporting Organizations are: American Council of the Blind of New York State; American Foundation for the Blind; Arizona Association of Workers with the Blind; Arkansas Chapter, AAWB; Arkansas Council of the Blind, Delta Gamma Foundation; Gopher State Blind Associates, Minnesota ACB; The Hartford Graduate Center; Helen Keller International, Inc.; Illinois Association of Workers for the Blind; Illinois Federation of the Blind, ACB; Louisianna Council of the Blind; The Matilda Ziegler Magazine for the Blind; Michigan Association for the Blind, ACB; National Society of Prevent Blindness; New York State Association of Workers for the Blind, AAWB; Oklahoma Chapter, AAWB; Oklahoma Chapter, AAWB; Oklahoma Council of the Blind, ACB; Richmond Host Lions Club.

ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Chairperson
Dean W. Tuttle
Area Coordinator, Department of Education of the Visually Handicapped, University of Northern Colorado

RECOGNITION STATUS: Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits residential schools serving elementary and secondary students who are blind and visually handicapped and also agencies that serve adult blind persons (workshops, rehabilitation centers, and others).

NUMBER OF ACCREDITED UNITS:

20 schools for the blind
59 agencies serving the blind

MEMBERSHIP: The Commission on Accreditation consists of:

3 members from accredited programs
3 members who are blind or visually handicapped
3 public members

Members are appointed by the president of the council. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An incorporated entity or unit thereof, or governmental entity or unit thereof, is eligible to apply for accredited membership in the council if the agency meets the following criteria:

(1) It serves persons who are blind or otherwise visually handicapped as its primary function.
(2) One or more of its major services to blind or otherwise visually handicapped persons is encompassed by NAC standards.
(3) Its authorizing instruments are issued by a legal jurisdiction of the United States or its territories or possessions.
(4) It has a designated governing authority.
(5) It is identified by an officially authorized discrete name.

ACCREDITATION STANDARDS AND GUIDELINES:

Self-Study and Evaluation Guides: Twenty-five booklets contain the standards covering administrative functions and service programs of agencies and schools for the blind. The applicant uses the administrative guides and selects those service program guides that pertain to that particular organization.

ACCREDITATION CLASSIFICATIONS:

Full Accredited Membership: The agency/school has been found to provide quality services, responsible management, and public accountability. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The Commission on Accreditation may defer or deny an organization's application for accreditation or reaccreditation. The commission may require an accredited member to show cause why its accreditation should not be withdrawn when there is evidence that the organization has undergone substantial change in its philosophy of service and program objectives, services, resources, administrative structure, staffing or service procedures, or when the organization is believed to have substantially departed from NAC's standards. An organization is placed on warning if it fails to fulfill membership obligations or is found to have substantially departed from the standards. A formal appeal process is available to organizations which have been placed on warning or whose applications have been denied or postponed.

THE ACCREDITING PROCESS:

(1) A self-study is an intergral requirement of the accrediting process.

(2) An on-site evaluation team visit follows the submission of the self-study. The team consists of approximately five or six peers from accredited schools or agencies and one staff person. The duration of the visit is three days. Expenses average about $350 per team member and are billed directly to the host school/agency.

(3) The report of the team's visit is forwarded to the host school/agency which has an opportunity to respond to its content.

(4) The commission considers the team's report and institutional response and makes a decision to grant accreditation for the full

five-year period or less or to postpone a decision on accreditation.

(5) The school/agency is notified of the commission's decision approximately one month after the commission makes its decision.

(6) A school/agency may appeal a decision of the commission according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS/AGENCIES:

Accredited (member) schools and agencies are required to file annual statistical reports and such other progress reports as may be required by the Commission on Accreditation.

FEES AND DUES:

Application fee: $150; annual dues 1/20th of 1 percent of the organization's gross annual operating expenditures (minimum $50; maximum $1,250 until 1/1/81, $1,500 thereafter).

NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES

SUITE 1512, 222 S. RIVERSIDE PLAZA
CHICAGO, ILLINOIS 60606
TELEPHONE: 312-648-0271

Executive Director
  Carol M. Elkins
Chairperson
  Ruth M. French
  Associate Dean for Academic Affairs, College of Allied Health Professions, University of Illinois

The National Accrediting Agency for Clinical Laboratory Sciences was established in 1973 as an independent accrediting agency by the American Society for Medical Technology and the American Society of Clinical Pathologists. Participating organizations also include the American Society of Microbiology and the National Society for Histotechnology.

ACCREDITING FUNCTION: NAACLS functions as a review committee for the American Medical Association Committee on Allied Health Education and Accreditation (CAHEA-see p. 131), which acts on NAACLS recommendations for program accreditation; and the AMA Council on Medical Education, which acts on the NAACLS-recommended Essentials for accredited programs.

RECOGNITION STATUS: Represented in the Council on Postsecondary Accreditation, as a review committee for CAHEA. Listed by the U.S. Office of Education, as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Programs for medical technologists, medical technicians, histotechnicians, and histotechnologists in the United States.

NUMBER OF ACCREDITED PROGRAMS:

693 medical technologist programs
83 medical laboratory technician programs-associate degree
112 medical laboratory technician programs-certificate
38 histologic technique programs

MEMBERSHIP: The Review Board responsible for recommending accreditation actions and decisions to CAHEA consists of:

2 supportive level practitioners
3 representatives from the American Society for Medical Technology
3 representatives from the American Society of Clinical Pathologists
1 representative from the American Society of Microbiology
1 representative from the National Society for Histotechnology
1 clinical laboratory director
1 administrative technologist
1 junior college educator
1 senior college educator
2 public members
16 TOTAL

Representatives of sponsoring and participating organizations are appointed by those associations. All other members are appointed by the NAACLS Review Board. Membership term is four years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is one route of eligibility into active membership in the American Society for Medical Technology.

ACCREDITATION AND LICENSURE: Graduation from an accredited program is one route of eligibility for national certification although there are also other experience routes for graduates from non-accredited programs.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: All academically based programs must be based in institutions which hold regional or institutional accreditation. All hospital based programs must be based in institutions which hold JCAH or equivalent accreditation. All programs must comply with the standards (Essentials) for their respective areas.

ACCREDITATION STANDARDS AND GUIDELINES:

ESSENTIALS and *GUIDELINES FOR MEDICAL TECHNOLOGY PROGRAMS*, 1977.

ESSENTIALS and *GUIDELINES FOR ASSOCIATE DEGREE PROGRAMS FOR MEDICAL LABORATORY TECHNICIANS*, 1977.

ESSENTIALS and *GUIDELINES FOR A CERTIFICATE PROGRAM FOR MEDICAL LABORATORY TECHNICIANS*, 1977.

ESSENTIALS and *GUIDELINES FOR EDUCATIONAL PROGRAMS FOR HISTOTECHNOLOGY*, 1978.

ACCREDITATION CLASSIFICATIONS:

Provisional Accreditation: The program is in operation but the first class has not yet graduated. It is expected that the program, when it becomes fully operational, will be in substantial compliance with minimum standards for accreditation; maximum term is four years.

Accreditation: The program is in substantial compliance with standards for accreditation; maximum term is five years.

Accreditation with Qualifications: The program has deficiencies in compliance with accreditation standards which, however, are believed to be correctable; maximum term is three years.

Probationary Accreditation: The program fails to comply with several accreditation standards and there is question as to the ability of the program to provide an acceptable educational experience; maximum term is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Accreditation Withdrawn at the Request of the Institution: The sponsoring institution and affiliates are advised that, as they have requested, the name of the program has been removed from the list of accredited programs. The sponsoring institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.

Accreditation Withdrawn because of Failure to Comply with Essentials: The sponsoring institution fails to show evidence of substantial compliance with the *Essentials* within the specified probationary period. This recommendation is made when it is determined that all other possibilities have been exhausted and no other alternative is feasible. Notification of action by the CAHEA is sent by certified mail. The sponsoring institution may appeal, in writing, through established channels, or may re-apply for accreditation as a new applicant at a latter date.

Accreditation Withheld: The sponsoring institution fails to show evidence of substantial compliance with the *Essentials* in the initial application process. Notification the same as above with appeal process.

A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of a CAHEA accredited program.

THE ACCREDITING PROCESS:

(1) A programmatic self-study, prepared according to a prescribed format, is required.

(2) An evaluation team site visit follows the submission of the self-study. The team consists of two to three visitors appointed by the NAACLS staff. The average visit is two days in length for academically based programs; and one day for hospital based programs. The cost of the team visit is partially covered by a survey fee of $300.

(3) A written report of the team's findings is forwarded to the program director and institutional head and a response is requested before the Review Board takes action on the report.

(4) Notification of the accreditation decision is forwarded to the institution head and program director by the Committee on Allied Health Education and Accreditation approximately seven months following the team visit.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) Filing of annual statistical reports with the CAHEA office and periodic progress reports with the NAACLS office.

(2) Notification to the NAACLS office of program and personnel changes in accordance with the requirements of the Essentials.

FEES AND DUES:

(1) The fee for initial accreditation or renewal of accreditation is $300.

(2) The annual assessment fee for accredited programs is $200 plus $25 for each clinical affiliate.

(3) At a normal five year cycle of renewal of accreditation, the total fee is $300 survey fee plus $200 and $25 for each clinical affiliate annual assessment fee.

NATIONAL ARCHITECTURAL ACCREDITING BOARD

1735 NEW YORK AVENUE, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-833-1180

Executive Director
  Hugo G. Blasdel
President (1979)
  William L. Porter
  Dean, School of Architecture and Planning, Massachusetts Institute of Technology
President (1980)
  Don Schlegel
  Professor, School of Architecture and Planning, University of New Mexico

The National Architectural Accrediting Board was founded in 1940 by an agreement between the American Institute of Architects (AIA), the Association of Collegiate Schools of Architecture (ACSA), and the National Council of Architectural Registration Boards (NCARB).

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Awards accreditation only to first professional degree programs in architecture. The programs eligible for accreditation are, generally: (1) Bachelor of Architecture (usually five years); (2) Master of Architecture with pre-professional requirement (usually six years); (3) Master of Architecture without pre-professional requirement (usually degree plus 3.5 years). Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 87 institutions with one or more first professional programs.

MEMBERSHIP: NAAB consists of a thirteen member board. The NAAB president appoints six members for four-year terms; of these, two each are nominated by AIA, ACSA, and NCARB. One member is nominated by ASC/AIA for a two-year term. Five other members are nominated at large for two-year renewable terms (two from allied design professions, one intern, one academic generalist who has been involved in institutional accreditation, and one public representative). The immediate past president serves as the thirteenth member during the year following the term of presidency.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program to be accredited is required to have an advisory visit, prepare an acceptable Education Development Plan (EDP), graduate a typical class from the program to be accredited, and demonstrate that it is effective in developing in students the abilities and attitudes indicated in the NAAB program evaluation criteria in the course of the accreditation process.

ACCREDITATION STANDARDS AND GUIDELINES:

CRITERIA AND PROCEDURES, NAAB. (revision planned for Fall, 1980.)

ACCREDITATION CLASSIFICATION:

Accreditation: Applies for a specific period of time (not to exceed five years) to a first professional degree program that is judged to have an acceptable Educational Development Plan, that provides evidence of commitment by the school and institution to implementation of the plan, and that is deemed accreditable in terms of the evaluative criteria.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When accreditation is not conferred, the academic institution is advised of the decision, the reasons for it, and appeal procedures.

THE ACCREDITING PROCESS:

(1) The institution requests initial accreditation, or NAAB schedules an accreditation review based upon the previous Educational Development Plan (EDP), accreditation reports, and annual reports.

(2) The school submits its EDP to NAAB.

(3) The EDP is reviewed by NAAB for completeness and

integrity. NAAB may accept the EDP, require augmentation prior to a visit, or reject the EDP.

(4) An on-site visit by an evaluation team is scheduled following the submission of a satisfactory EDP. The team usually consists of three members and normally includes an educator from ACSA, one practitioner, and one NAAB member. It may also include a student or intern in architecture. The duration of the visit is three days. Travel expenses of the team are billed by NAAB to the host institution with the cost of the EDP review.

(5) The visiting team submits a report which contains (a) factual findings, evaluations, and recommendations to the school; and (b) a recommendation on accreditation.

(6) The visiting team report is reviewed by the NAAB and, if necessary, revised in coordination with the visiting team. The report is then sent to the school for correction of factual errors (the recommendation on accreditation is not sent to the school). A school may file supplemental material and respond to the facts and conclusions set forth in the report.

(7) Factual errors in the visiting team report are corrected and the report with the recommendation on accreditation status is submitted to NAAB for action. Institutional representatives may appear before NAAB to discuss the visiting team report before a decision is made or at a subsequent meeting of the Board.

(8) The institution is informed of the NAAB actions by the NAAB president, and is sent an official copy of the final visiting team report.

(9) The institution may accept the accreditation action or, in the event of an NAAB decision to terminate accreditation, the institution may initiate appellate procedures within thrity days of receipt of the report.

(10) The school may request that the report remain confidential, or propose a condensation, within thirty days of receipt; otherwise the report will be considered public.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: NAAB requires an annual report from the school which documents the advancement of the program with respect to its own intentions, and which provides response to NAAB recommendations in the previous accreditation report.

Essential statistical data is also updated each year in the report, using the format provided by NAAB. The school also verifies the accuracy of previously reported data. A catalogue and a copy of other current publications describing the school are furnished as a part of the annual report.

NAAB reviews the annual report, may request additional information, and considers the acceptability of the report. Absence of a report, or an unsatisfactory report, may result in a change in the visit schedule for that program.

FEES: An institution holding accreditation status pays an annual fee of $350 to ACSA, which is then responsible for providing its one-third share of NAAB's budget along with AIA and NCARB. After each visit travel costs connected with the visit are billed to the institution along with the costs of the EDP review.

NATIONAL ASSOCIATION OF INDUSTRIAL TECHNOLOGY

P.O. BOX 17074
JACKSONVILLE, FLORIDA 32216
TELEPHONE: 904-646-2683

Executive Secretary
Harvey Pearson
President
Earl Mills
Supervisor, Hughes Aircraft Corporation, California

The National Association of Industrial Technology was established in 1968.

POSTSECONDARY ACCREDITING BODY:

NAIT NATIONAL BOARD OF ACCREDITATION
Chairperson
Clint Bertrand
Professor, Texas A&M University

The NAIT National Board of Accreditation was established in 1968.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits baccalaureate programs in industrial technology. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
16

MEMBERSHIP: The membership of the National Board of Accreditation consists of:

1 chairman appointed annually by the NAIT president; reappoint- is permissable.
6 regional representatives from NAIT regions.
2 industrial representatives appointed annually by the Industrial

Advisory Board; reappointment up to three consecutive years is permissable.

1 Chairman of the NAIT Standards and Accreditation Committee is a non-voting member.

2 junior members of the NAIT Board of Trustees

2 lay representatives (non-industrial technology educators and non-industrial technology practitioners appointed annually by the president of NAIT).

14 TOTAL

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Industrial technology curricula with the following common purposes may be evaluated for accreditation:

(1) Those combining liberal education with professional-level technical emphasis. Examples of typical industrial fields are: production, communication, transportation, energy, and distribution.

(2) Programs which include general education with appropriate mathematics and science.

(3) Those programs which prepare students for leadership responsibilities in industrial planning, supply, product utilization and evaluation, production supervision, management, market research and technical sales.

(4) Those programs which reinforce industrial production, management, and marketing education with appropriate laboratory experiences.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards and Guidelines" in *ACCREDITATION OF BACCALAUREATE INDUSTRIAL TECHNOLOGY PROGRAMS*, October, 1976.

ACCREDITATION CLASSIFICATIONS:

Accredited: Applies to programs which meet the standards and requirements for accreditation. The period of time for each accreditation grant ranges from one to six years. The length of the period is influenced by existing conditions as evaluated by the visiting team. The first accreditation may be for one, two, or four years depending on the quality and quantity of conditions recommended for change by the visiting team. Accreditation renewal is based upon revisitation and may be for a period of one, two, four, or six years, with the most frequent period of renewal four years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be withheld if conditions do not meet NAIT Standards. Reapplication for accreditation, in instances of non-approval, may be made to the chairman of the NAIT Board of Accreditation after a period of one year.

THE ACCREDITING PROCESS:

(1) To initiate the accreditation process, a request must be made by the institution to the chairman of the NAIT National Board of Accreditation.

(2) An extensive self-study report, prepared according to a prescribed format, is required of every institution applying for initial accreditation or renewal of accreditation.

(3) An on-site evaluation visit follows the submission of the self-study report. The size of the team is determined by the size of the program to be evaluated, but normally consists of three persons, at least one of whom is a representative of industry. The length of the visit is two days. Expenses of the visit usually average about $450 per member and are charged to the host institution. The institution is also assessed a standard accreditation fee of $500.

(4) The team chairman submits a written report to the chairman of the National Board of Accreditation and the president of the institution whose program is evaluated. The text of the report will be kept confidential, except at the discretion of the president of the institution. The president or his representative may make corrections in factual accuracy of the report. The chairman of the visiting team also submits to the Board the team's confidential recommendation for a period of accreditation.

(5) The board reviews and acts upon the report at its annual meeting in the Fall. Comments from the president of the institution may be considered at that time by the board in the presence of the chairman of the visiting team or his representative.

(6) The final results are reported (a) orally to an institutional representative who may attend the hearing, (b) by letter to the chairman of the department and the president of the institution whose program was visited, within thirty days after the board meeting, (c) to the appropriate regional accrediting association, and (d) in NAIT publications.

(7) The president of an institution may submit to the president of NAIT a request to have the Appeals Board review the terms of accreditation or non-accreditation imposed by the National Board of Accreditation.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: An accredited program is required to submit such periodic progress reports as may be required by the National Board of Accreditation.

FEES AND DUES: The total cost of accreditation is borne by the institution requesting the accreditation, and consists of (1) the visiting team's actual expenses for the two-day visit, and (2) a standard accreditation fee of $500.

NATIONAL ASSOCIATION FOR PRACTICAL NURSE EDUCATION AND SERVICE

122 EAST 42ND STREET, SUITE 800
NEW YORK, NEW YORK 10017
TELEPHONE: 212-682-3400

Executive Director
Lucille L. Etheridge
President
M. Catherine Dulio
Licensed Nursing Home Adminstrator, Glenora Nursing Home, Chester, New Jersey

The National Association for Practical Nurse Education and Service was established in 1941 as the National Association for Practical Nurse Education. The present title was adopted in 1959.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING REVIEW BOARD
Director, Department of Education
Sister Kathleen McKiernan
Chairperson (1980)
Sister Edna Nemec
Director, Pierre School of Practical Nursing, Pierre, South Dakota

The Accrediting Review Board was established in 1945 as the Accrediting Committee.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: The National Association for Practical Nurse Education and Service (NAPNES) maintains as accrediting service for two types of educational offerings in practical/vocational nursing: (1) basic (certificate/diploma) programs in practical nursing which prepare students for beginning practice and for licensure; and (2) post-basic courses in which licensed practical nurses are helped to extend their abilities beyond those developed in the basic program. Geographic scope includes the United States and its territories.,

NUMBER OF ACCREDITED PROGRAMS:
40

MEMBERSHIP: The Accrediting Review Board consists of:

6 members from accredited programs
1 public member
1 student member
8 TOTAL

All members are appointed by the Education Committee of the association. The term of office for each member, except the student member, is two years with eligibility for reappointment for one consecutive term. The term of office for the student member is one year.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The accrediting service of NAPNES is available to:

(1) Any basic educational program in practical nursing: (a) that is fully approved by the legal body in the state or other jurisdiction where it is located; and (b) whose students are at the point of graduation and will be eligible to take the licensing examination in practical nursing upon graduation. Included in this category are state-approved programs designed for the preparation of personnel who have had previous experience in nursing.

(2) Any post-basic program for licensed practical nurses in a specialized area of nursing.

ACCREDITATION STANDARDS AND GUIDELINES:
CRITERIA AND PROCEDURES FOR ACCREDITATION, Pamphlet Number 3, 1978.

ACCREDITATION CLASSIFICATIONS:

Approval for Accreditation: Term is for five or three years

Provisional Status: If the resurvey visit or the annual report indicates that a school or program is not maintaining standards or is failing to implement the recommendations of the Accreditating Review Board, the school or program shall be placed on provisional status for a period not to exceed one year. Upon receipt of documented evidence or a visit to the program, whichever is determined by the Accrediting Review Board to be necessary, the school or program shall be returned to an accredited status or accreditation shall be withdrawn.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS:

Disapproval of Accreditation

THE ACCREDITING PROCESS:

(1) The program must submit a request for accreditation on an application form obtained from NAPNES Department of Education.

(2) The program must submit the application for accreditation and the self-study form.

(3) The program must submit a copy of the rules and regulations of the state board of nursing and/or state Department of Vocational Education.

(4) An on-site survey follows the submission of the required materials. The visit is usually two days in length but one or more additional days may be necessary. The survey team consists of at least two professional nurse faculty members from NAPNES' accredited practical nursing programs, or one such faculty member and a staff member of NAPNES Department of Education. Expenses of the team visit are absorbed by NAPNES if they exceed the evaluation fee of $750.

(5) The survey team report is forwarded to the director of NAPNES Department of Education and to the director/coordinator of the program within one week of the school visit.

(6) Faculty review of the report is forwarded, within ten days of the receipt of the report, to the director of NAPNES Department of Education.

(7) Results of the faculty review are submitted, along with the self-study and the survey team report, to the Accrediting Review Board at its next scheduled meeting.

(8) Notification of the accreditation decision is forwarded to the program director/coordinator two to six months following the survey visit.

(9) If a program believes that the decision is inequitable, it may

appeal the decision by asking to have its representative appear before the Accrediting Review Board within sixty days following receipt of the decision.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: To retain accreditation a program shall:

(1) Maintain approval by the official state approving body.

(2) Report changes in control, structure, and/or approval status.

(3) Submit to NAPNES an annual report on the date specified. This report shall include: (a) major changes in policies, enrollment, personnel or controlling institution, curriculum or agencies used for instruction; (b) documentation of progress, specifically indicating action taken to implement the recommendations made by the Accrediting Review Board; and (c) results of graduate follow-up studies, including performance of recent graduates on state licensing examinations.

(4) Be surveyed and evaluated at three or five year intervals.

FEES AND DUES:

Application fee	$ 25
Evaluation fee	750

NATIONAL ASSOCIATION OF SCHOOLS OF ART

11250 ROGER BACON DRIVE, SUITE 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
  Samuel Hope
President
  John Lottes
  President, Kansas City Art Institute

The National Association of Schools of Art was established in 1944 as the National Association of Schools of Design. The present title was adopted in 1960.

POSTSECONDARY ACCREDITING BODIES:
COMMISSION ON ACCREDITATION

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions which offer associate, baccalaureate, and/or graduate degree programs in art, design and art/design related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF ACCREDITED INSTITUTIONS:
97

MEMBERSHIP: The Accrediting Commission consists of a total of seven members elected by the delegate assembly of the association from among individuals officially representing member institutions. The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographical distribution. Two public members are appointed by the president with the advice and consent of the board. Term of office is three years. The term of office of public members is one year and may be renewed upon recommendation of the board.

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP: The following eligibility requirements apply to degree granting institutions:

(1) The institution shall maintain a curricular program in visual arts training.

(2) The institution shall offer at least one complete degree program, e.g., Bachelor of Fine Arts, Bachelor of Arts with major in art, et al., or shall provide the visual arts component of a degree program offered in conjunction with an accredited degree-granting institution.

(3) The institution shall have graduated at least one class of students who have been through the institution's own program from beginning to final year and another class shall be in readiness subject to examination.

(4) An institution offering graduate programs must have graduate students in residence.

(5) All policies regarding admission and retention of students, as well as those pertaining to the school's evaluation of progress shall be clearly defined in literature published by the institution.

(6) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.

(7) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.

(8) The institution shall have facilities and equipment adequate to the needs of its educational program.

(9) The institution shall have library space and resources adequate to the needs of its educational program.

The following eligibility requirements apply to non-degree-granting institutions:

(1) The institution shall offer as part of its regular program studies which reflect attention to such areas as art history and criticism. Such studies may be in addition to, or in conjunction with, studio studies.

(2) The institution shall maintain a curricular program in studio art at various levels according to the needs of its students.

(3) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year or year-round basis.

(4) All policies regarding the admission and retention of students, those pertaining to the school's evaluation of progress through its educational program, as well as those concerning the operation of certification or diploma programs, shall be clearly defined in literature published by the institution.

(5) All tuition, fees and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.

(6) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.

(7) The institution shall provide in its institutional catalog a complete description of each course or program offered.

(8) Although only federal and state governments shall have legal jurisdictional powers and responsibilities in matters of public law, the institution should develop an appropriate code of ethical standards governing institutional and programmatic practices that recognizes social concerns relevant to quality education.

(9) The institution shall have facilities and equipment adequate to the needs of its educational program.

(10) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards for Degree Granting Institutions" and "Standards for Non-Degree-Granting Institutions" in *NASA HANDBOOK* published in 1979, 1980 and subsequently.

ACCREDITATION CLASSIFICATIONS:

Division I Membership: Degree-granting schools and departments whose predominant purpose and enrollment is professional education in the studio arts and/or design constitute the membership of Division I. Such programs normally lead to the Bachelor of Fine Arts or Master of Fine Arts or similar professional degrees.

Division II Membership: Degree-granting schools and departments whose predominant purpose and enrollment is quality education in the studio arts and/or design as a curricular major within a general liberal arts program constitute the membership of Division II. Such programs normally lead to the Bachelor of Arts or Master of Arts degree.

Division III Membership: Non-degree-granting schools whose predominant purpose and enrollment is professional education in the studio arts and/or design constitute the membership of Division III. Such programs normally lead to a professional diploma.

Candidacy Status in Divisions I, II, and III: Institutions which do not completely meet the criteria for accreditation in Divisions I, II, or III may be admitted as Candidates for Accreditation and listed as such in the directory. Candidacy is valid for up to five years. At the end of this period such schools will be required to satisfy criteria for full accreditation in the appropriate division.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding membership in NASA shall be defined as denial of initial or renewed membership, revocation of membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action of an application for membership.

THE ACCREDITING PROCESS:

(1) Application for membership, accompanied by an examination fee, is filed with the executive director. The examination fee for initial membership and the first renewal of membership is $500. After the first visit for renewal of accreditation, there is no further examination fee.

(2) A self-study is required of all institutions/programs applying for accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of team members which average approximately $375 per member.

(4) A report of the team visit is submitted to the commission, after first being submitted for comment to the host institution.

(5) After formal examination and recommendation by the commission, and upon approval by the Board of Directors the membership status of the institution is determined.

(6) Notification of projected membership status is forwarded to the institution approximately one month following the commission meetings.

(7) The association publishes a statement of policy and procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics and the rules of practice and procedure adopted by the association.

(2) Institutions are required to file annual reports and such other reports as may be required by the association.

(3) When instituting new or substantially revised curricula, institutions holding membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $225 to $675 per institution depending upon the size of the art program.

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

11250 ROGER BACON DRIVE, SUITE 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
 Samuel Hope
President
 Robert Bays
 Director, School of Music, University of Illinois, Urbana, Illinois

The National Association of Schools of Music was established in 1924 as the National Association of Schools of Music and Allied Arts.

POSTSECONDARY ACCREDITING BODIES:

COMMISSION ON UNDERGRADUATE STUDIES
COMMISSION ON GRADUATE STUDIES
COMMUNITY/JUNIOR COLLEGE COMMISSION
COMMISSION ON NON-DEGREE-GRANTING INSTITUTIONS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions which offer associate, baccalaureate, and graduate degree programs in music and music-related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF MEMBER INSTITUTIONS:
499

MEMBERSHIP: The Accrediting Commissions consist of a total of twenty members elected by the delegate assembly of the association from among individuals officially representing member institutions.

The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographical distribution. Two public members are appointed by the president in consultation with the executive committee. Term of office is three years with two consecutive terms permitted. The term of office of public members is one year and may be renewed upon the recommendation of the executive committee.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION/MEMBERSHIP:

The following eligibility requirements apply to all institutions, regardless of membership classification:

(1) The institution shall offer regular classes in such areas as theory, history, and appropriate repertories of music, as well as instruction in performance.

(2) The institution shall maintain a curricular program in musicianship skills at various levels appropriate to the needs of its students.

(3) The institution shall offer instruction in and opportunities for ensemble performance.

(4) All policies regarding the admission and retention of students, as well as those pertaining to the school's evaluation of progress through its educational program, shall be clearly defined in literature published by the institution.

(5) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.

(6) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.

(7) The institution shall have facilities and equipment adequate to the needs of its educational program.

Membership in the association for baccalaureate and graduate-degree granting institutions signifies accreditation. Such institutions shall meet the following basic criteria for membership, in addition to those listed above.

(1) The institution shall offer at least one complete curriculum, e.g., Bachelor of Music Education, Bachelor of Music with a major in piano, Bachelor of Arts with a major in music, et al.

(2) Baccalaureate degree-granting institutions shall have graduated at least one senior class and another class shall be in readiness subject to examination.

(3) Institutions offering graduate programs must have graduate students in residence or have received plan approval from the Commission on Graduate Studies.

(4) There shall be in residence at each senior college or graduate school a minimum of 25 candidates for the curriculum or composite curricula on the basis of which the school is applying for membership.

(5) The institution shall have library space and holdings adequate to the needs of its educational program.

(6) The institution shall be accredited by the appropriate regional accrediting agency. In the case of special-purpose institutions, such regional accreditation will be required unless it is unavailable to those institutions. Instruction in fields other than music in these institutions shall be given by a regionally accredited college or university, or be otherwise accredited to the satisfaction of NASM.

Community and junior colleges shall meet the following basic criteria for membership, in addition to those listed previously.

(1) The institution shall be accredited by the appropriate regional agency.

(2) The institution shall offer at least one program of study which is structured to provide transfer to a baccalaureate program in music.

(3) The institution shall maintain a minimum of 20 candidates for the curriculum or the composite curricula on the basis of which the school is applying for membership.

(4) The institution's music program shall have been in operation for at least 3 consecutive years. One music major transfer class shall have graduated and another shall be in readiness subject to examination.

(5) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

Non-degree-granting institutions shall meet the following basic criteria for accreditation, in addition to those listed previously.

(1) The institution shall maintain an enrollment sufficient to support an ensemble program and to provide a sense of musical community.
(2) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year basis.
(3) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES:
"Standards for Baccalaureate and Graduate Degree Granting Institutions", "Standards for Community/Junior Colleges", "Standards for Non-Degree-Granting Institutions" in *NASM HANDBOOK*, published in 1979 and 1981 and subsequently.

ACCREDITATION CLASSIFICATIONS:
Associate Membership: A baccalaureate and/or graduate degree-granting institution seeking initial membership and meeting a substantial portion of the standards of the Association, and showing promise of being able to meet completely the Association's standards for all music curricula which it offers, may be granted associate membership. Maximum term is five years.
Full Membership: An institution holding associate membership and meeting association standards in full for all music curricula offered may be promoted to full membership. Maximum term is ten years.
Community/Junior College Membership: A community or junior college may be granted membership in the association if its curriculum and resources are equivalent to the first two years of a four-year institution, and it demonstrates interest in improvement and maintenance of standards through periodic examination. Maximum term of membership is seven years.
Non-Degree-Granting Institutions: Institutional membership may be granted to non-degree-granting institutions, pre-collegiate or secondary, which meet the standards of the association and which demonstrate interest in improvement and maintenance of standards through periodic evaluation. Maximum term of membership is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding membership in NASM shall be defined as denial of initial or renewed membership, revocation of membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action on an application for membership.

THE ACCREDITING PROCESS:

(1) Application for membership, accompanied by an examination fee, is filed with the executive director. The examination fee for associate membership and promotion to full membership for schools offering work through the baccaluareate degree is $250; through the master's degree $300; and through the doctorate $350. The initial examination fee for community/junior colleges and non-degree-granting institutions is $250. After full accreditation is achieved, there is no further examination fee.

(2) A self-study is required of all institutions/programs applying for accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of team members which average approximately $375 per member.

(4) A report of the team visit is submitted to the appropriate commission(s), after first being submitted for comment to the host institution.

(5) After formal examination and recommendation by the appropriate commission(s), and upon approval by the Board of Directors and the membership, the membership status of the institution is determined.

(6) Notification of projected membership status is forwarded to the institution approximately one month following the commission meetings. Ratification occurs at the annual meeting in November.

(7) The association publishes a statement of policy and procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics and the rules of practice and procedure adopted by the association.

(2) Institutions are required to file annual reports and such other reports as may be required by the association.

(3) When instituting new or substantially revised curricula, institutions holding membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $225 to $600 per institution, depending upon the size and levels of the music program.

NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS

2021 K STREET, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-296-8892

Executive Director
  W.A. Goddard
President
  Marvin Barab
  Southern California College of Medical and Dental Careers

The National Association of Trade and Technical Schools was established in 1965.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION
Secretary
  W.A. Goddard
Chairperson
  M. Robert Allen
  Associate Provost and Dean, University of Miami

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits private residence schools offering occupationally-oriented specialty training programs in trade and technical careers which culminate in a certificate, diploma, or degree. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS:
549

MEMBERSHIP: The Accrediting Commission consists of nine members, five of whom are trade and technical school persons and four of

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whom are identified as public persons from outside of trade and technical schools. The membership represents a balance of the interests of society generally and the schools and students, as well as a diversification of geographic representation and educational background.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Schools automatically become eligible for NATTS membership by attaining accredited status. However, accredited schools are not required to be NATTS members.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Private resident vocational schools with a definite trade, occupational, or technical education objective which have successfully operated for a period of at least two years with at least one graduating class in the longest course are eligible to apply. Schools concerned primarily with avocational and general education objectives are ineligible.

ACCREDITATION STANDARDS AND GUIDELINES:
STANDARDS FOR ACCREDITATION, 1976.

ACCREDITATION CLASSIFICATIONS:

Accreditation: Awarded to schools which evidence substantial compliance with the standards and requirements for accreditation. Maximum term is five years.

Probationary Accreditation: Probation allows an accredited school to upgrade without changing the school's publicly announced status. Does not apply to applicant schools. The probation term may be for three, six, or nine months.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Denial of Accreditation: Denial of accreditation (or denial of continuation of accreditation) is accompanied by a statement of conditions contributing to the commission's decision. The school may reapply nine months after the decision or if appealed, nine months after action confirmation by the Appeals Panel. All schools have the right to appeal adverse commission actions/decisions.

Show Cause: The commission may require a school to show cause why it should not be removed from the accredited list.

Removal of Accreditation: No school is removed from the accredited list without a visit by a team unless: (1) such a visit is refused by the school; (2) the school does not show sufficient cause

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when ordered; (3) the school fails to submit required reports; or (4) the school fails to pay required fees.

THE ACCREDITING PROCESS:

(1) A school applying for initial accreditation is required to submit an application for accreditation accompanied by an application fee.

(2) A self-evaluation report, prepared according to the guidelines for self-evaluation, is required of every school reviewed for initial or continuing accreditation.

(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation report. The average team consists of approximately five members and includes at least: (a) A management specialist who is an administrator of an accredited school normally outside the local area and teaching non-competitive subjects; (b) An education specialist familiar with occupation instruction methods and processes; (c) A subject specialist from the industry for which students are being trained and usually from the local area, at least one specialist in each of the major subject areas offered by the school; and (d) A commission representative who facilitates uniformity of assessment, interprets policy, and gives procedural assistance to the team. Expenses are covered by a standard fee assessed to the school.

(4) A written report which summarizes the team's findings is submitted to the institution and the commission.

(5) The institution has an opportunity to submit a written response to the written report which summarizes the team's findings.

(6) Notification of the commission's decision is forwarded to the school approximately three to six months following the team visit.

(7) In the event of an adverse decision by the commission, the school has the right of appeal according to published appeal policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: Annual reports are required of all accredited schools. The commission may seek continuing evidence of compliance with standards and may request special reports from some or all accredited schools.

FEES AND DUES:

Application fee: $150 payable with the application for accreditation.

Visiting fee: $175 for each team member, plus $60 each succeeding day.

Annual dues: Accredited schools are eligible for NATTS membership. The association (NATTS), as the sponsor of the Accrediting Commission, accepts responsibility for commission expenses that exceed commission income. Most of the NATTS operating budget is directed as a subsidy for accrediting expenses; consequently the Accrediting Commission does not assess NATTS members for additional annual sustaining fees to support accrediting activities. A non-member school pays its share of continuing accrediting costs with an annual sustaining fee based on the school's previous fiscal year as follows:

Gross tuition	Non-member basic sustaining fee
Up to $ 150,000	$ 187.50
to 250,000	375.00
to 500,000	562.00
to 750,000	750.00
to 1,000,000	1,125.00
above 1,000,000	1,500.00

In addition to the basic sustaining fee, a non-member accredited school pays .0015 of gross annual tuition volume. However, in no event shall a non-member accredited school pay less than $300 nor more than $4,000.

NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

1919 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-466-7496

Director:
Lyn Gubser
Chairperson:
William R. Carriker
Department of Special Education, University of Virginia
Charlottesville, Virginia

The National Council for Accreditation of Teacher Education was established in 1954. *Constituent member organizations* are: American Association of Colleges for Teacher Education; American Association of School Administrators; Council for Exceptional Children; Council of Chief State School Officers; National Association of State Directors of Teacher Education and Certification; National Association of School Psychologists; National Council of Teachers of Mathematics; National Education Association; National School Boards Association; Student National Education Association. *Associate member organizations* are: Association for Education Communication and Technology; American Personnel and Guidance Association; Association of Teacher Educators; National Council for the Social Studies.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and graduate degree programs for the preparation of teachers and other professional school personnel; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 517 elementary education (BA); 524 secondary education (BA); 338 elementary education (graduate); 309 secondary education (graduate); 247 elementary administration; 245 secondary administration; 144 superintendent; 209 curriculum and instruction; 231 counselor; 103 school psychologist; 2867 TOTAL in 561 institutions.

MEMBERSHIP: The council is composed of twenty-five voting members representing ten constituent organizations. In addition to the ten constituents, the council has four associate organizations which send members to the council with full debating privileges, but without a vote on accreditation matters. Two public representatives are full voting members. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Four-year or graduate degree granting institutions are eligible for an accreditation evaluation if they offer programs for the preparation of teachers and/or other professional school personnel and if the following prerequisites exist:

(1) They are approved by the appropriate state department of education at the degree levels and in the categories for which the accreditation is sought.

(2) They are fully accredited by the appropriate regional accrediting association.

(3) The institution must meet the affirmative action guidelines of the U.S. Office of Education.

(4) Students have been graduated from the program to be accredited so that an evaluation may be made of the quality of the program.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS FOR THE ACCREDITATION OF TEACHER EDUCATION, January, 1979.

ACCREDITATION CLASSIFICATIONS:

Reaccreditation Options—For institutions currently carrying accreditation for programs to prepare teachers and other school workers, the following decisions can be made:

(1) Continue the accreditation of the institution for seven years, with an interim visit at the end of five years.

(2) Deny accreditation, in which case the institution may select one of the following options: (a) accept the decision. The program will then be dropped from the next printing of the Annual List;

(b) request an appeal of the case. This option is appropriate when the institution feels that prejudicing conditions occurred or that due process failed in some instance.

Initial Accreditation Options—For institutions requesting initial accreditation, the following accreditation decisions can be made:

(1) Grant accreditation for five years.

(2) Deny accreditation, in which case the institution may select one of the following options: (a) accept the decision; (b) request an appeal.

THE ACCREDITING PROCESS: The procedures followed by the council in accrediting basic and advanced programs of teacher education are dictated by its policies. The following statements are, in general, descriptive of the way the council carries on its work:

(1) The institution files a preliminary report for administrative and planning purposes.

(2) The institution develops a self-study report for the council.

(3) A visiting team, using this report as a base, evaluates the teacher education programs and reports its findings to the council. The team is composed of an average of nine members. The duration of the visit is three days. Expenses for the team visit are billed directly to the host institution.

(4) A copy of the visiting team report is sent to the institution to be checked for accuracy.

(5) An Audit Committee of the council reviews the reports submitted by the institution and by the team and makes a recommendation to the council.

(6) The council as a whole takes action on each application for accreditation based on the recommendation of the Audit Committee. Evidence to support each recommendation is available to the council for study or review prior to the council meeting.

(7) The director informs the administrative officer of the institution concerned of the action taken by the council. This constitutes the official report of the council to the institution. Such action is taken only at regular meetings of the council, usually three times a year.

(8) An institution has two options: (a) to accept the decision; or (b) to request an appeal within fifteen days when it is felt that due process had been violated.

FEE SCHEDULE:

A. Basic yearly fee (one program): $225

B. Additional fees: Surcharges for additional programs to be assessed on the basic fee according to the following matrix:

	BA	MA	Spec	Dr
For the 1st program at this degree level		15%	10%	10%
Elementary Teachers	1%	1%	1%	1%
Secondary Teachers	1%	1%	1%	1%
Special Education	1%	1%	1%	1%
K-12 Teacher	1%	1%	1%	1%
Reading		1%	1%	1%
Elementary Principals		1%	1%	1%
Secondary Principals		1%	1%	1%
Supr/Curriculum		1%	1%	1%
Counselor		1%	1%	1%
Psychologist		1%	1%	1%
Superintendent			1%	1%

C. Phase in: During a period of phase in, institutions, in addition to the yearly fee, would pay a percentage of the current one-time fee:

1978-79 fee	1 category	$1100
	2 categories	1650
	3 categories	2200
1979-80 visits	50% of full fee	
1980-81 visits	40% of full fee	
1981-82 visits	30% of full fee	
1982-83 visits	20% of full fee	
1983-84 visits	10% of full fee	
1984-85	Annual fee only	

D. Additional:

(1) Branch campuses pay at the rate of 50% of all fees.

(2) Initiation fee to be continued at $500.

(3) Sustaining fees shall be as follows:

- (a) If the institution is accredited for 1 program — $250
- (b) If the institution is accredited for 2 programs — $300
- (c) Accreditation for 3 program categories — $350

(4) The yearly fee is assessed beginning with the 1979-80 academic year.

NATIONAL HOME STUDY COUNCIL, ACCREDITING COMMISSION

1601 18TH STREET, N.W.
WASHINGTON, D.C. 20009
TELEPHONE: 202-234-5100

Executive Secretary
William A. Fowler
Chairman
Fred F. Harcleroad
Professor of Higher Education,
University of Arizona

The National Home Study Council was established in 1926.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to home study schools in the United States. Programs of instruction may range from kindergarten through graduate study.

NUMBER OF ACCREDITED INSTITUTIONS:
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MEMBERSHIP: The Accrediting Commission is composed of nine commissioners appointed by the Board of Trustees of the National Home Study Council on the recommendation of the Nominating Committee. Five commissioners (known as public commissioners) shall be from outside the home study school field and four commissioners shall be from the home study field.

Public commissioners shall: (1) be representative of such diversified fields as government, industry, universities, public schools, and adult and vocational education; (2) not have any affiliation nor interest in any home study school that is accredited or that might qualify to make application for accreditation; (3) have qualifications and experience which would bring expertise to the commission in such special areas of school evaluation as finance, administration, management, etc.; (4) have an interest and willingness to serve and be available to devote the necessary time to the activities of the commission; (5) possess personal qualities of leadership, integrity, ability, and personal reputation; (6) be under 67 years of age; and (7) hold one or more academic degrees. Term of membership is three years with three consecutive terms permitted.

Commissioners from the home study field shall: (1) be bona fide executive officers of accredited schools which do not have persons serving on the Accredition Commission or the Board of Trustees; (2) be appointed allowing for geographical representation as far as possible; (3) be appointed so that they will be representative of the schools in the National Home Study Council and the home study school field insofar as possible; (5) possess personal qualities of integrity, leadership, ability, and personal reputation; (6) be under 67 years of age; (7) hold one or more academic degrees; (7) have experience in, and contemporary knowledge of, the home study field; (8) have demonstrated supportiveness of the accrediting program; (9) have experience as a member of accrediting examining committees; and (10) have demonstrated interest and support of the National Home Study Council by regular attendance at council functions and participation on council committees. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Application for accreditation from the Accrediting Commission of the National Home Study Council may be made at any time by any private or non-private bona fide correspondence institution with two years of operating experience.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS FOR ACCREDITING HOME STUDY SCHOOLS, 1976.

ACCREDITATION CLASSIFICATIONS AND ACTIONS: The Accrediting Commission has four courses of action which it may take on each application:

(1) Accredit a new applicant school or continue an institution's accredited status; maximum term is five years.

(2) Accredit or continue accreditation with stipulations that must be met within a stated time period.

(3) Defer a decision pending progress reports, additional evidence, or a statement of the school's plan for improvement, any of which may require a supplemental visit.

(4) Deny accreditation or remove accreditation from an institution.

If accreditation is denied, the commission sends the schools a statement of the reasons for the denial and the school may appeal the decision. The commission will hear the appeal at the earliest practical time.

THE ACCREDITING PROCESS:

(1) A self-evaluation report, prepared according to a prescribed format, is required. Two sets of each of the courses offered by the school must also be submitted for evaluation by outside subject matter experts. Also, 100 names and addresses of students randomly selected must be submitted to enable the council to make a survey through a mail questionnaire.

(2) The courses are reviewed and evaluated by subject matter specialists who are highly qualified professionals either as practitioners in their fields or as faculty members in institutions of higher education. A Subject Specialist fee of $250 is charged for each course received. Also, over 400 state departments of education, consumer agencies, and federal bodies are surveyed to ascertain the school's reputation.

(3) An examining committee visits the school following the submission of the self-evaluation report and the course materials. The committee averages approximately five to seven members. The usual length of the visit is one day. Expenses of the visit are covered by a standard assessment fee of $250 per member per day.

(4) The school in given an opportunity to review the committee chairman's report and to submit additional materials in response to the report.

(5) The accrediting decision rests soley with the commission. The school is notified of the accreditation decision following the next meeting of the accrediting commission.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: An accredited school must submit annual reports to the Accrediting Commission, and must be re-examined completely at least every five years. However, the commission may call for periodic or special reports from any accredited school and may call for a re-examination in less than five years if there is a change in ownership or management or if there is evidence of serious problems in the school.

ACCREDITATION FEE: Each accredited school pays an annual accreditation fee based on the total cash collections from home study enrollments received by the school during the preceding calendar year. This annual fee is separate from and in addition to the annual dues for membership in the National Home Study Council. A copy of the fee schedule is available from the NHSC office upon request. *Listing fee:* The name of each accredited school appears alphabetically in the Accrediting Commission's list of accredited schools. The annual accreditation fee covers the listing of one name. A fee of either one half of the school's annual accreditation fee or $750, whichever is less, is charged for each additional name listed.

NATIONAL LEAGUE FOR NURSING

10 COLUMBUS CIRCLE
NEW YORK, NEW YORK 10019
TELEPHONE: 212-585-1022

Executive Director
  Margaret Walsh
President
  Matthew McNulty
  Chancellor, The Medical Center, Georgetown University, Washington, D.C.

The National League for Nursing was established in 1952 through the merger of several national nursing organizations with the National League of Nursing Education.

POSTSECONDARY ACCREDITING BODIES:

BOARD OF REVIEW FOR BACCALAUREATE AND HIGHER DEGREE PROGRAMS
Director
  Mary Duffy
  Division of Baccalaureate and Higher Degree Programs

BOARD OF REVIEW FOR ASSOCIATE DEGREE PROGRAMS
Director
  Virginia Allen
  Division of Associate Degree Programs

BOARD OF REVIEW FOR DIPLOMA PROGRAMS
Director
  Katherine Brim
  Division of Diploma Programs

BOARD OF REVIEW FOR PRACTICAL NURSING PROGRAMS
Director
  Sister Mary Walsh
  Division of Practical Nursing Programs

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits programs in nursing from the diploma through the graduate levels, and practical nursing programs; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: Baccalaureate and master's degree programs—303; associate degree programs—331; diploma programs—310; practical nursing programs—96.

MEMBERSHIP: Each Board of Review has regular members and alternates. All members are chosen from educational units that offer NLN accredited programs and are appointed by the executive committees of the respective councils for a specified term, after which reappointment is not permitted for two years. The members of each board hold administrative or teaching positions in NLN accredited programs, come from various sections of the country, and represent educational units of varying size as well as units in public and private educational institutions. In addition to the foregoing, the members of the Board of Review for Baccalaureate and Higher Degree Programs represent both baccalaureate and master's degree programs and all major clinical areas of nursing. An NLN staff member serves (without vote) as secretary to each particular board. The American Hospital Association has the privilege of sending a liaison member to meetings of the Board of Review for Diploma Programs.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program in nursing education is eligible for evaluation for NLN accreditation when the following conditions exist:

(1) The institution offering the program is legally authorized to grant the credential (degree, diploma, or certificate) to which the program leads.

(2) The institution offering the program and granting the credential is accredited by the appropriate regional agency.

(a) If the program is controlled by a college, university, or technical institution which is part of the system of higher education and grants an associate, baccalaureate, or higher degree, the institution is accredited by the appropriate commission of the regional accrediting association.

(b) If the program is controlled by a hospital and grants a diploma, the hospital is approved by the Joint Commission on Accreditation of Hospitals.

(c) If the program is controlled by a vocational school and grants a certificate, the school is approved by the appropriate state agency for vocational education.

(3) The program is currently approved without qualification by the state board of nursing. This policy is not applicable to those programs in nursing over which the state board of nursing has no jurisdiction (i.e., master's degree programs or programs admitting previously licensed registered nurses).

(4) The program has the essential elements in operation; that is, at least one class of students has completed (for associate degree and practical nursing programs) or is nearing completion of the program.

ACCREDITATION STANDARDS AND GUIDELINES:

CRITERIA FOR THE APPRAISAL OF BACCALAUREATE AND HIGHER DEGREE PROGRAMS IN NURSING, 1977.

CRITERIA FOR THE EVALUATION OF EDUCATIONAL PROGRAMS IN NURSING LEADING TO AN ASSOCIATE DEGREE, 1976.

CRITERIA FOR THE EVALUATION OF DIPLOMA PROGRAMS IN NURSING, 1978.

CRITERIA FOR THE EVALUATION OF EDUCATIONAL PROGRAMS IN PRACTICAL NURSING, 1976.

ACCREDITATION CLASSIFICATIONS:

Initial Accreditation: First accreditation granted to programs which meet NLN criteria.

Continuing Accreditation: Granted to programs which meet NLN criteria. Maximum term is eight years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Deferment: A board defers action on a program being considered for initial accreditation when there is evidence that there are weaknesses (in relation to the criteria) that are of sufficient import to counterbalance the existing strengths but that may be minimized or eliminated in a short period of time. When this action is taken, the Board of Review identifies the criteria that have not been met and makes recommendations to assist the unit to meet them within a maximum of two years.

Denial: A Board denies initial accreditation when a program does not present evidence that the established criteria are being met. The program may reinitiate the accreditation process at any time, according to established procedures. A Board denies continuing accreditation when a program that has been placed on two consecutive warnings does not present sufficient evidence that the established criteria are being met. The program may reinitiate application for the accreditation process at any time, according to established procedures.

Warning: A Board places an accredited program on warning (1) when the program has made limited progress in regard to improvement or the resolution of weaknesses since the last appraisal or the submission of a progress report or (2) when the program has lost some of its strengths since the last appraisal and is therefore failing to meet many of the established criteria. No more than two consecutive warnings can be granted.

THE ACCREDITING PROCESS:

(1) When the faculty of a unit in nursing anticipates applying for NLN accreditation, it requests information concerning the process and requirements from the NLN divisional staff.

(2) Planning for continuing accreditation of a program may be initiated in one of two ways: (a) NLN divisional staff notifies the program that a revisit is pending; or (b) the nurse administrator of the program(s) communicates with NLN to request an earlier visit or a delayed visit.

(3) A self-study report is required of every program applying for initial or continuing accreditation.

(4) An on-site evaluation team visit follows the submission of the self-study report. The visiting team is made up of two or more members, according to the complexity of the setting and/or the diversity of educational programs to be visited. Members of the visiting teams are chosen on the basis of their experience and competence in the particular type or types of nursing programs being visited. The visitors are faculty members from NLN accredited programs, usually in the region but never in the state in which the unit is located. Divisional staff of NLN may also serve as members of visiting teams. If a unit in nursing wishes to have an additional person (such as a regional associate generalist) serve on the team, the arrangement is made with the understanding that the institution is fully responsible for this person's expenses in participating in the visit. The duration of the visit is usually three days.

(5) The report of the visiting team is sent to NLN. The report includes the visitors' statements of the major strengths and weaknesses of the program in relation to the accreditation criteria.

(6) Opportunity is afforded to both the chief administrative officer of the institution and the administrator of the unit in nursing for review and correction of any errors in factual data in the visitors' report. When the corrections are returned to NLN, such corrections and comments are appended to the visitors' report. Copies of the report are sent to both the chief administrative officer of the institution and the administrator of the unit in nursing.

(7) The Board of Review decides the accreditation status of the program, based upon an appraisal of the program in accordance with stated criteria.

(8) The secretary to the board transmits official notice of the Board's action and recommendations to the chief administrator of the parent organization, with a copy of the letter and recommendations to the administrator of the educational unit in nursing.

(9) An explanatory conference relating to any action of a board of Review may be arranged with NLN staff. Division staff can only explain and interpret the decision and recommendations of the board.

(10) A program in nursing for which initial or continuing accreditation has been deferred or denied may appeal the decision before a panel representing the executive committee of the appropriate council of agency members. The panel members include two nurse educators from NLN accredited programs and one general educator.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: When an educational unit in nursing with an accredited program plans to (1) institute a change in the control of the program, (2) institute a change in objectives that would affect the position for which the graduate will be prepared, (3) markedly reorganize the program and its courses, or (4) institute extensions, expansions, consortia, or other cooperative institutional systems, the educational unit shall submit to the Board of Review an outline of the major aspects of the planned change(s) and the date set for the implementation of the change(s).

If the state-approved status of NLN accredited program is changed or removed, the administrator of the program shall immediately transmit this information to the Board of Review, together with the reasons given for the decision and the plans made by the program to become fully reinstated.

If an institution that offers an NLN accredited program loses its accreditation by an appropriate regional accrediting agency or the Joint Commission on Accreditation of Hospitals, the administrator of the program shall immediately submit to the Board of Review a report explaining the reasons for the decision, the effect of the decision on the program in nursing, and the plans made by the institution to become fully reinstated.

FEES AND DUES: Annual dues range from $300 to $1100 per institution, based on the number of accredited programs. An evaluation fee for non-NLN agency members who request an accreditation visit ranges from $4500 to $5800.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES I, COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

131 MIDDLESEX TURNPIKE
BURLINGTON, MASSACHUSETTS 01803
TELEPHONE: 617-272-6450

Executive Director
  Richard J. Bradley
President
  Vincent W. Durnan
  Headmaster, St. Johnsbury Academy, St. Johnsbury, Vermont
President-elect (1980-81)
  Robert Gaucher
  Principal, Ledyard High School, Ledyard, Connecticut

The New England Association of Schools and Colleges was established in 1885 as the New England Association of Colleges and Preparatory Schools. The present title was adopted in 1971.

POSTSECONDARY ACCREDITING BODY I:

COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
Director of Evaluation
  William J. MacLeod
Chairperson
  Mary W. Brackett
  Academic Dean, Norwalk Community College, Norwalk, Connecticut
Vice-Chairperson
  Richard F. Gross
  President, Gordon College, Wenham, Massachusetts

The Commission on Institutions of Higher Education was established in 1952 as the Standing Committee on Institutions of Higher Education. The present title was adopted in 1963.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the New England region which includes the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

NUMBER OF ACCREDITED INSTITUTIONS:

184 accredited institutions
14 candidate for accreditation institutions

MEMBERSHIP: The Commission on Institutions of Higher Education is composed of:

15 representatives from accredited institutions
1 public member

Criteria for selection of commissioners are as follows: *Representational:* (a) balance among the wide range of accredited institutions served by the commission: public and private, large and small, liberal arts, church-related, professional, other specialized; (b) balance between faculty and administrators, with allowance for lay representation (a person not employed in an institution of higher education); (c) balance between men and women; (d) representation from the six New England States. *Personal:* (a) stature in the profession. (b) interest in the accrediting process. (c) accrediting experience in New England or other regions. (d) time available. Term of membership is four years with 1½ terms permitted (total of 6 years).

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for Candidate for Accreditation status, the applicant organization must first meet the following eligibility requirements:

(1) Have a lawful authority from the appropriate governmental agency to award bachelor's, master's, or doctor's degrees, or associate degrees in liberal arts or general studies.

(2) Have a governing board which includes representation reflecting the public interest and has the authority to carry out the mission of the institution.

(3) Have a chief executive officer.

(4) Offer one or more educational programs of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives appropriate to postsecondary education in level, quality and standards, as well as a clear statement of its means for achieving them.

(5) Include liberal studies at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.

(6) Designate a defined program of studies acceptable for the meeting of degree requirements, provide adequate guidance to degree candidates in the satisfaction of such requirements, and demonstrate the adequacy of grading or evaluating procedures.

(7) Have learning resources appropriate to the stated objectives and programs of the institution, and adequate for the educational level offered.

(8) Have a basic plan for the development of the institution.

(9) Have admission and enrollment policies compatible with its stated objectives.

(10) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.

(11) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; program completion requirements; costs; and other items relative to attending or withdrawing from the institution.

(12) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS FOR ACCREDITATION, INSTITUTIONS OF HIGHER EDUCATION, March, 1979.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Awarded to developing or applying institutions which satisfy eligibility requirements and which present evidence of sound planning, adequate resources to implement planning, and potential for attaining stated goals within a reasonable time. Maximum term is six years.

Initial Accreditation: Awarded to institutions upon completion of candidate status. Maximum term is five years.

Accreditation: Awarded to member institutions for a specific term, not exceeding ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When measured against the criteria or policies of the commission, an institution may, in the opinion of the commission, be found wanting. The nature and gravity of the deficiency will determine whether or not in the judgment of the commission one of the following negative actions should be taken:

Warning: When the commission finds that an institution has pursued a course deviating from the commission's criteria or policies to an extent that gives concern to the commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities within a stated period of time. A warning does not affect the candidate or accredited status of the institution.

Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the commission, including a warning, or when it deviates significantly from the commission's criteria or policies, the commission may require the institution to show cause why it should not be placed on probation. Probation does not affect the candidate or accredited status of the institution. If the institution has not taken steps satisfactory to the commission to remove the cause or causes for its probation at the end of the specified time, the commission will issue a show-cause order as to why its candidacy should not be revoked or allowed to lapse or its accreditation withdrawn at the end of the stated period.

Revocation of candidacy or termination of accreditation: When in the judgment of the commission an institution has not satisfactorily explained or corrected matters of which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation may be terminated by the Executive Committee on recommendation of the commission. In such a case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.

(2) A visiting committee makes an on-site evaluation of the institution following the submission of the self-study report. The size of the committee depends upon the nature and complexity of the institution, but the average committee usually consists of approximately seven members. The membership of the committee always includes persons competent in at least the main cluster of programs and major functional areas. A normal visit is three days in length. Expenses usually average about $250 per committee member and are billed directly to the host institution.

(3) An initial draft of the visiting committee's report is forwarded to the president of the institution who is allowed a brief interval to respond, identifying errors of factual accuracy and/or interpretation.

(4) The final report and a separate communication containing the recommendation of the committee on accreditation status are forwarded to the commission.

(5) A copy of the final report is forwarded by the Director of Evaluation to the president with a request for a review of its contents and any comments which should be brought to the attention of the commission.

(6) The commission receives the report and institutional response and arrives at a decision on the accreditation status of the institution.

(7) Information concerning the commission's recommendation is reported to the institution usually within two weeks of the commission meeting.

(8) The final decision on accreditation of the institution is rendered by majority vote of the executive committee of the association.

(9) Review or appeal of a negative decision by the commission or executive committee is governed by the due process statement currently in effect.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions are required to submit annual statistical reports and such progress reports as may be specified by the commission. All institutions accredited for the maximum ten year period are required to submit interim five-year reports according to a format prescribed by the commission.

FEES AND DUES: Annual dues are based upon full-time equivalent enrollment, according to the following schedule:

Enrollment	Dues
Under 500	$ 600
500- 999	780
1,000- 2,999	960
3,000- 4,999	1,140
5,000- 6,999	1,320
7,000- 8,999	1,500
9,000-10,999	1,680
11,000- over	1,860

Candidate fees, application for candidacy fees, and evaluation fees are also based upon the full-time equivalent enrollment of the institution.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES II, COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS

131 MIDDLESEX TURNPIKE
BURLINGTON, MASSACHUSETTS 01803
TELEPHONE: 617-272-6450

Executive Director
  Richard J. Bradley
President
  Vincent W. Durnan
  Headmaster, St. Johnsbury Academy, St. Johnsbury, Vermont

New England Association of Schools and Colleges was established in 1885. The commission was established in 1970 and the present title was adopted on December 7, 1975.

POSTSECONDARY ACCREDITING BODY II:

COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS
Director of Evaluation
  Daniel S. Maloney
Chairman
  Gloria A. Carritte
  Assistant to the President, Laboure Junior College, Boston, Massachusetts

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants initial accreditation or pre-accredited status to specialized public, private, non-profit and proprietary one or two year colleges or institutes which offer programs at the certificate/diploma and/or associate degree levels. Geographic scope extends throughout the New England region to include the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

NUMBER OF ACCREDITED INSTITUTUIONS:

31 postsecondary
7 postsecondary, pre-accredited
50 secondary
88 TOTAL

MEMBERSHIP: The commission consists of fourteen representatives from New England member institutions. Membership term is three years with two consecutive term restriction. Criteria for selection of commission members: (a) administrators of individual member institutions; (b) teaching personnel from member institutions; (c) at least one member from each of the six New England states and representatives of all levels of education within the purview of its commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Have a license or charter from the appropriate governmental agency to operate and award a certificate, diploma, or associate degree.

(2) Have a governing board which includes representation reflecting the public interest and which has the authority to carry out the mission of the institution.

(3) Have employed a chief administrative officer.

(4) Have learning resources appropriate to the stated objectives of the institution and adequate to support programs offered.

(5) Have a basic plan for the development of the institution.

(6) Have admission and enrollment policies compatible with its stated objectives.

(7) Have established an adequate financial base of funding commitments and have available a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution.

(8) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.

(9) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; program completion requirements; costs; and other items relative to attending or withdrawing from the institution.

(10) Offer one or more educational programs of at least one academic year in length or the equivalent at the postsecondary level with clearly defined and published educational objectives appropriate to postsecondary education in level, quality and standards, as well as a clear statement of its means for achieving them.

(11) Include general education, when appropriate, at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS OF MEMBERSHIP FOR SPECIALIZED INSTITUTIONS OF HIGHER EDUCATION AWARDING AN ASSOCIATE DEGREE AT THE TECHNICAL OR CAREER LEVEL December 1976.

STANDARDS OF MEMBERSHIP FOR SPECIALIZED CAREER INSTITUTIONS AWARDING A CERTIFICATE OR DIPLOMA AT THE POSTSECONDARY LEVEL, December 1976.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Awarded to deserving and developing institutions which satisfy eligibility requirements and give evidence that in fact or in plan the institution has the potential to move towards accreditation in a reasonable period of time. Maximum term of candidate status is six years.

Initial Accreditation: Awarded to institutions upon completion of candidate status. Maximum term is five years.

Continued Accreditation: Awarded to member institutions for a specific term, not exceeding ten years.

ADVERSE ACCREDITING ACTIONS/DECISIONS: When measured against the *Standards of Membership*, an institution may in the opinion of the commission and the Executive Committee, be found wanting in one or more areas. The gravity of the situation will determine whether or not in the judgment of the commission one of the following negative actions should be taken:

Show Cause: An institution may be asked to show cause on or before a specified date why the commission should not make a recommendation to the Executive Committee of the association that is adverse to the institution. (i.e., denial of candidacy for accreditation, denial of membership, denial of renewal of membership, denial of continuation of membership, or placement of the institution on probation). A show cause vote does not affect candidate or accredited status.

Probation: When a candidate or accredited institution fails to respond appropriately or show cause to the commission why it should not be placed on probation, the commission will then submit a recommendation to the executive committee of the association that the institution be placed on probation. Probation does not affect the candidate or accredited status of the institution.

Revocation of Candidacy or Termination of Accreditation: When in the judgment of a commission an institution has not responded appropriately to those issues identified during a probationary period, its candidacy or accreditation may be revoked upon recommendation by the commission and a vote by the executive committee. In such a case the institution must complete again the entire accreditation or pre-accredited process to qualify for either candidacy or accreditation.

THE ACCREDITATION PROCESS:

(1) Typically an institution without status in the association must apply for candidate for accreditation status prior to seeking initial accreditation.

(2) Upon commission acceptance of the application for candidate status an institution must then conduct a mini self-study and host a three-person visiting investigator reporter-team which will review the institution and its operations on the basis of conditions of eligibility.

(3) Within a six year period an institution may apply for accredited status. An application must be submitted to the association office.

(4) An association staff member will visit the institution, review progress realized during the candidate stage, and report to the commission.

(5) The institution commences its self-study and an evaluation team is nominated to conduct the on-site visit.

(6) The visiting team spends at least three days on campus. Expenses average out to approximately $200 per team member and the cost is billed directly to the host institution.

(7) An initial draft of the evaluation report is forwarded to the association office and subsequently sent to the chief administrative officer with a request for a review of its contents in terms of factual or interpretive accuracy.

(8) A final report is published and forwarded to the chief administrative officer of the institution.

(9) A final report is forwarded to commission members with a separate communication containing the recommendation of the visiting committee and identifying specific areas of strengths and weaknesses.

(10) The commission reviews the visiting committee report, the confidential document with the visiting team recommendation for accredited status, the institutional self-study and the institutional response to factual and interpretive accuracy and arrives at a recommendation to either deny or award accredited status.

(11) The commission notifies the institution of its recommendation the first office working day subsequent to the commission meeting.

(12) A final decision on accreditation of the institution is rendered by a majority vote of the executive committee of the association.

(13) A formal letter of notification is forwarded identifying commission deliberations in arriving at its recommendation to deny or grant accreditation.

(14) Review or appeal of a negative decision by the commission or executive committee may be submitted according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) All institutions are required to submit annual statistical reports and such progress reports as may be specified by the commission.

(2) All institutions are accredited for a maximum ten year period and required to submit interim five year reports according to a format described by the institution.

FEES AND DUES SCHEDULE: (as of January 1, 1980)

Under 500	$635
500 - 999	$690
1000 - 1499	$745
1500 - 1999	$800
2000 - 2499	$855

2500 - 2999	$910
3000 - 4999	$965
5000 and over	$1,020

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SCHOOLS

1221 UNIVERSITY AVENUE
BOULDER, COLORADO 80302
TELEPHONE: 303-449-7110

820 DAVIS STREET
EVANSTON, ILLINOIS 60201
TELEPHONE: 312-864-0740

President (1979-80)
  Richard Whitmore
  President, Kellogg Community College, Battle Creek, Michigan

President (1980-81)
  Maurice McGlasson
  Professor of Education, Indiana University, Bloomington, Indiana

The North Central Association of Colleges and Schools was established in 1895 as the North Central States Association of Colleges and Secondary Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
Director
  Thurston E. Manning
Chairman (1978-80)
  Robert F. Ray
  Dean, Division of Continuing Education, University of Iowa
Chairman (1980-82)
  William L. Ramsey
  District Director, Milwaukee Area Technical College, Milwaukee, Wisconsin

The Commission on Institutions of Higher Education was established in 1910 as the Commission on Accreditation of Schools and Colleges. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to eligible postsecondary institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming.

NUMBER OF ACCREDITED INSTITUTIONS:
841

MEMBERSHIP: The Commission on Institutions of Higher Education consists of approximately sixty-five persons. The commission, in its procedures, has placed with the executive board the authority for making accreditation decisions. The executive board is composed of:

12 members from accredited institutions
2 public members
1 director (ex-officio, non-voting)
15 TOTAL

All members are elected by the commission. Term of membership is five years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered by the commission for accreditation, an institution:

(1) Has a charter and/or other formal authority from an appropriate governmental agency in each jurisdiction in which the institution operates authorizing it to award a certificate, diploma or degree at the level at which accreditation is sought;

(2) Has a governing board which includes representation reflecting the public interest;

(3) Has formally designated a chief executive officer, or has formally organized and staffed a chief executive office;

(4) Has its financial records externally audited on a regular schedule, and makes available to the public on request the most recent report of the external auditors, or a fair summary thereof;

(5) Enrolls students in at least one postsecondary educational program (or curriculum) of at least one academic year (or equivalent) in length;

(6) Includes general education at the postsecondary level as an essential element in, or a prerequisite to, its principal educational programs;

(7) Has a statement specifying the potential students it wishes to serve, and admits students to its programs under admissions policies compatible with its educational purposes;

(8) Has completed at least a major portion of at least one complete cycle of its principal programs before the commission's evaluation.

NOTE: The executive board of the commission has approved certain changes in the wording of the above conditions when they are applied to organizations operated by the U.S. armed forces.

ACCREDITATION STANDARDS AND GUIDELINES:

"*Evaluation Guide for Institutional Assessment*" in *HANDBOOK ON ACCREDITATION*, 1976.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Candidate for accreditation is a status of affiliation with the commission which indicates that an institution is progressing toward accreditation. Attainment of this affiliate status does not automatically assure accreditation. Maximum term is six years.

Accreditation: Accreditation is a status granted by the commission which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. This status is not awarded for a fixed term but indicates a continuing relationship between an institution and the commission which can be changed at any time by action of either party.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Possible adverse actions for institutions undergoing periodic or early evaluation are:

(1) Place on public probation—a public status which is indicated in the fall issue of the *North Central Association Quarterly* and is included in the list of changes in the status of institutions which is distributed widely following each meeting at which accreditation decisions are made.

(2) Drop the institution from the accredited or candidate for accreditation list of the executive board.

(3) Defer action for specific reasons indicated.

THE ACCREDITING PROCESS:

(1) An institution is expected to conduct a self-study and to submit a report of the study and an abstract of the report to the staff member working with the institution.

(2) An evaluation team site visit follows the submission of the self-study report. The team is composed of approximately five carefully selected evaluators. The composition of the team is based on the background and experience of the evaluators in relation to the characteristics of the institution. The average visit is three days in length. The institution is billed by the office of the director prior to the visit, according to a standard fee schedule which covers all costs of the visit.

(3) A draft of the team's report, including the final page stating the accreditation recommendation and the reasons for the recommendation, is sent by the team chairperson to the chief executive officer of the institution, the team members, and the commission staff person assigned to the institution for their comments and corrections of factual errors.

(4) A final copy of the team's report is forwarded to the institution and to the commission.

(5) The chief executive officer of the institution is invited to make a written response to the report.

(6) The director sends to the chief executive officer the names and addresses of the members of the review committee of the commission which will consider the team report.

(7) The chief executive officer of the institution and the chairperson of the team are invited to meet with the review committee to discuss the report and its recommendations.

(8) The review committee submits its recommendation to the executive board of the commission.

(9) The institution and the chairperson of the visiting team are invited to submit in writing comments on the recommendation of the review committee.

(10) The executive board reviews the recommendations of the visiting team and of the review committee together with the comments of the institution and visiting team, and takes final action in the name of the commission.

(11) Notification of the commission's final action is forwarded to the institution.

(12) An institution may request a reconsideration of a commission decision according to established and published procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: An institution is required to submit an annual statistical report and such other reports as may be specified by the commission.

FEES AND DUES:

A. *Team visits to institutions:*

Fixed fee visits (effective July 1, 1980): 1 day—$510N + $550; 2 days—$660N + $550; 3 days—$810 + $550; etc. (where N = number of persons per team)

Cost-plus visit (effective July 1, 1980): direct cost of visit + 10 percent

Table of fees according to schedule for fixed fee visits:

team size	1	2	3	4	5	6	7	8
1 day	1060	1570	2060	2590	3100	3610	4120	4630
2 day	1210	1870	2530	3190	3850	4510	5170	5830
3 day	1360	2170	2980	3790	4600	5410	6220	7030
4 day	1510	2470	3430	4390	5350	6310	7270	8230

Criteria for determining team size

Highest degree level offered	
Certificate & Associate (FTE = 1-1,999)	4 team members
Certificate & Associate (FTE = 2,000-more)	5 team members
Bachelor's (FTE = 1-1,999)	4 team members
Bachelor's (FTE = 2,000-more)	5 team members
Master's and Specialist	6 team members
Doctoral	8 team members

B. *Pre-visits* (effective January 1, 1980): $510 for first day, $150 for each succeeding consecutive day of same visit.

C. *Consultant visits to institutions* (effective January 1, 1980): $510 for first day, $150 for each succeeding consecutive day of same visit.

D. *Generalists to accompany program accreditation teams* (effective January 1, 1980): $510 for first day, $150 for each succeeding consecutive day of same visit.

E. *Annual dues:* Based on full-time equivalent enrollment of institution in academic year preceding date of billing.

0- 499	$ 330
500-1,999	655
2,000-4,999	985
5,000-9,999	1,310
10,000-over	1,635

NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

3700-B UNIVERSITY WAY N.E.
SEATTLE, WASHINGTON 98105
TELEPHONE: 206-543-0195

Executive Secretary-Treasurer
James F. Bemis
President (1980)
Robert W. Coonrod
Professor of History, University of Idaho, Moscow, Idaho

The Northwest Association of Schools and Colleges was established in 1917 as the Northwest Association of Secondary and Higher Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON COLLEGES
Executive Director
James F. Bemis
Chairperson
Charles J. Flora
Director of Aquatic Studies, Western Washington University, Bellingham, Washington

The Commission on Colleges was established in 1923 as the Commission on Higher Schools.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting colleges and universities and non-degree granting postsecondary vocational-technical institutions in the Northwest region which includes Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

NUMBER OF ACCREDITED INSTITUTIONS:

138 accredited institutions
15 candidate institutions

MEMBERSHIP: The Commission on Colleges consists of:

10 persons representing institutions that grant the baccalaureate and/or higher degrees with consideration for diversity of institutions and regional distribution
8 persons representing institutions that grant less than the baccalaureate degree with consideration for diversity of institutions and regional distribution
3 persons representing the general public
2 persons representing institutions of an adjoining region or regions
1 person as chairman who is second vice president of the association
1 person as executive director who is ex-officio
25 TOTAL

All members are elected by the membership of the association at the annual December meeting except the executive director who is appointed by the commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An institution applying for candidate status with the commission must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award a certificate, diploma, or degree. If the institution is in a state which has only very minimal requirements for chartering, but also a higher approval level more nearly corresponding with that recommended by the Education Commission of the States in its Model Legislation, this higher level shall be required as a prerequisite to consideration by the commission.

(2) Have a governing board which includes representation reflecting the public interest.

(3) Have employed a chief administrative officer.

(4) Offer one or more educational programs, of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives appropriate to higher education in level, quality, and standards as well as a clear statement of its means for achieving them.

(5) Have learning resources including a faculty and library adequate for the educational level offered or, in lieu of a library, made specific long-term arrangements for student access to such resources.

(6) Include general education at the postsecondary level as a prerequisite to or an essential element in its principal education program.

(7) Have developed a preliminary survey or evidence of basic planning for the development of the institution.

(8) Have admission and enrollment policies compatible with its stated objectives.

(9) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution. The aduitor's report is to include an opinion on the financial statement.

(10) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who have withdrawn from enrollment.

(11) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations for conduct; programs and courses; degree completion requirements; costs; and other items relative to attending the institution or withdrawing from it.

ACCREDITED STANDARDS AND GUIDELINES:

"Manual of Standards and Guide for Self-Study" in *ACCREDITATION HANDBOOK*, 1978.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Candidate for accreditation is an affiliated, non-accredited relationship with the commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of the affiliate status does not assure accreditation. Maximum term is six years.

Initial Accreditation: Awarded to institutions upon satisfactory completion of candidate status. New members are not accredited for a specific number of years. Normally, a new member is to conduct a self-study and be re-evaluated by a full committee during the fifth year.

Accreditation: Accreditation means that a postsecondary institution's own goals are soundly conceived, that its educational programs have been intelligently devised, that its purposes are being accomplished, and that the institution is so organized, staffed, and supported that it should continue to merit such confidence. Continuing members are not accredited for a definite number of years. Every institution is to conduct a self-study and be visited by a full evaluation committee at least every ten years; every five years each institution is to prepare an interim report and be visited by one or more representatives of the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate, initial, or continuing accreditation. If the commission believe that it must do so, it may recommend revocation of membership to the delegate assembly of the association. This course of action is taken only after the institution has been given an opportunity to show cause why its accreditation should not be revoked. Procedures for filing appeals of accreditation decisions are detailed in the *Accreditation Handbook*.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution applying for initial or full accreditation.

(2) An evaluation team site visit follows the submission of the self-study. The average team consists of twelve peers from accredited institutions and appropriate agencies appointed by the commission staff. The average visit is three days in length. The following fee schedule (1979-80) is by size and type of institution and is for the main campus operation:

(a) $2,570: Two or three day evaluations of junior, specialized, or community colleges of less than 1,000 full-time enrollment (FTE), or to four year colleges of less than 500 FTE.

(b) $3,630: Three day evaluations of junior, specialized, or community colleges of 1,000 to 5,000 FTE, or to four year and advanced degree granting institutions of 500 to 1,500 FTE.

(c) $4,880: Three day evaluations of junior, specialized, or community colleges of more than 5,000 FTE, or to four year and advanced degree granting institutions of 1,500 to 5,000 FTE.

(d) $5,960: Three or four day evaluations of four year and advanced degree granting institutions of more than 5,000 FTE.

The fee covers the costs of a preliminary visit traveling, board, and lodging of the committee members, and the costs of preparing and mailing the report of the evaluation following the visit.

(3) A written report of the team's visit is submitted to the host institution prior to consideration by the commission.

(4) The host institution is provided an opportunity to make a written response to the team's report and also to send representatives to the meeting of the commission at which the report is considered.

(5) The host institution is notified by mail of the accreditation decision within a week after action by the commission is taken. The commission normally meets in June and December.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: The institution recognized as a candidate for accreditation must agree to:

(1) Use the prescribed official definition of candidate for accreditation in all official publications and correspondence.

(2) Secure advance approval of the commission for program, degree, and geographic location changes from those in effect when candidacy was granted.

(3) File an annual report by March 1 with the executive director of the commission.

(4) Submit a two-year progress report in advance of the two-year visit.

(5) Have an on-site visit by representatives of the commission at least every two years.

(6) Apply for accreditation only after consultation with the commission.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.

(2) Submit a periodic review report at regular intervals not exceeding five years.

(3) Submit an annual data summary and such other reports as required by the commission.

ANNUAL DUES: The commission pro-rates the annual dues of candidate and accredited institutions according to the following scale:

Full-time equivalent enrollment	Annual dues
0-499	$ 460
500-999	610
1,000-1,999	770
2,000-3,999	910
4,000-5,999	1,060
6,000-9,999	1,220
More than 10,000	1,390

Annual dues support the general activities of the commission, and one-half of the expenses of the association.

SOCIETY OF AMERICAN FORESTERS

5400 GROSVENOR LANE
WASHINGTON, D.C. 20014
TELEPHONE: 301-897-8720

Executive Vice President
John C. Barber
President
Stephen H. Spurr
Professor, Lyndon B. Johnson School of Public Affairs, University of Texas, Austin, Tex.

The Society of American Foresters was established in 1900 by Gifford Pinchot and six other pioneer foresters.

POSTSECONDARY ACCREDITING BODY:

SOCIETY OF AMERICAN FORESTERS COUNCIL
Director, Professional Programs
Ronald R. Christensen

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to programs which culminate in a first professional degree (baccalaureate or higher) in forestry; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
44 accredited institutions.
7 candidate institutions

MEMBERSHIP: The Council of the Society of American Foresters (SAF) has responsibility for all final accreditation actions. The SAF Council is an eleven member governing body consisting of the president, vice president, and nine members from regional voting districts. Council members serve for two year terms and may be nominated and elected for no more than two terms.

Administration of the accreditation program is assigned to the SAF director of professional programs with actual accreditation procedures being conducted by two standing committees. The Committee on Education Policies (8 SAF members, 1 public representative) is concerned with development and constant review of the accreditation standards and procedures. The Committee on Accreditation (8 SAF members and 1 public representative) conducts accreditation visits and makes recommendations to the council concerning compliance by individual institutions with the standards for accreditation.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Membership in the society is automatic for, but not restricted to, graduates of accredited institutions.

ACCREDITATION AND LICENSURE: Thirteen States (Alabama, Arkansas, California, Georgia, Maine, Maryland, Michigan, Mississippi, New Hampshire, North Carolina, Oklahoma, South Carolina, West Virginia) currently have registration and/or licensing laws affecting foresters. In some states graduation from an accredited institution is a requirement. In others it may be an advantage. Individual state laws should be consulted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: An institution applying for accreditation consideration must offer at least one curriculum relating to forest resources which culminates in a first professional degree (bachelor or higher). It must have offered the curriculum for a minimum of five years and be accredited by its regional accrediting association.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS AND PROCEDURES FOR ACCREDITING INSTITUTIONS FOR THE TEACHING OF PROFESSIONAL FORESTRY, effective July 1, 1976.

ACCREDITATION CLASSIFICATIONS:

Accredited Status: Full accreditation for curricula meeting the standards. Maximum term is ten years.

Candidate Status: Granted to those programs meeting minimum curricula requirements which have offered a first professional forestry degree program for at least three years and have graduated classes for at least two years. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied, withheld, or withdrawn for failure to present evidence of satisfactory compliance with accrediting standards or procedures, after full deliberation by the council and according to due process. The SAF Council may request a shorter-than-normal interval for re-examination to monitor progress on deficiencies.

THE ACCREDITING PROCESS

(1) The school head writes the SAF director of professional programs indicating that, having studied the current standards and procedures, the institution desires an accreditation examination and is ready to prepare the confidential self-evaluation report.

(2) A self-evaluation report, prepared according to a recommended format, is submitted by an institution applying for initial accreditation or for reaffirmation of accreditation.

(3) A visiting team is selected by the Committee on Accreditation, and ratified by the institution. The chairman of the team must have had experience in forestry school administration and previously participated in an accreditation visit. One team member is normally from industry and another represents a governmental sector. A generalist from a regional association may be invited and is mandatory if the regional accreditation is over three years old. The usual duration of the visit is three days. An accreditation fee of $1500 is charged to cover the traveling expenses of the visiting team.

(4) Before leaving the institution under review, the visiting team discusses a preliminary report of the program strengths and weaknesses with the department head and chief administrative officer. Based on school input the team chairman then furnishes a report to the school within thirty days.

(5) The evaluation of the visiting team's written report is conducted by the accreditation committee with visiting team member (s) present. The visiting team makes recommendations to the committee which in turn makes its recommendations to the SAF Council.

(6) The school (or chief executive officer) has an opportunity to both orally and in writing rebut or submit additional information or material to the written report of the visiting team before the accreditation committee makes its final recommendations.

(7) The council votes to accredit, withhold, or withdraw accreditation; sets the effective date if accreditation is approved; and instructs the committee as to any further action needed. The decision to withdraw accreditation is made only in the event that the institution does not qualify under the standards set forth, or does not meet the stated deadlines in preparing for reaccreditation.

(8) The chief administrative officer of the institution is immediately notified by wire with written confirmation and subsequent publication in the *Journal of Forestry*.

(9) In case accreditation is denied, the institution may appeal the decision within thirty days by writing to the SAF president and requesting a hearing. It then has fifteen days to file a written statement of the grounds for its request.

FEES: A portion of the financial resources for accreditation activities is obtained from each institution as an accreditation fee of $1500. The fee generally covers only the traveling expenses of the visiting team during the actual review. In the event that an interim one-man visit is required, the school is billed for the traveling expenses.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS I, COMMISSION ON COLLEGES

795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30308
TELEPHONE: 404-875-8011

Director of the Association
  Felix C. Robb
President
  Charles R. Green
  School Administrator, Hoover Junior High/Adult Community Education Center, Indialantic, Florida

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present title was adopted in 1961.

POSTSECONDARY ACCREDITING BODY

COMMISSION ON COLLEGES
Executive Secretary
  Gordon W. Sweet
Chairperson
  Fred B. Bentley
  President, Mars Hill College, Mars Hill, North Carolina

The Commission on Colleges was established in 1917 as the Commission on Institutions of Higher Education. The present title was adopted in 1961.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the Southern region which includes the states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia; also accredits eligible institutions in Central and South America.

NUMBER OF ACCREDITED INSTITUTIONS:
706

MEMBERSHIP: The Commission on Colleges consists of sixty-six members: two persons from each state and six persons at large from Level II-V member institutions; fifteen persons from Level I member institutions; one person from a member school in each state, seven persons elected at large from member institutions; and five persons from the region representing the lay public. Members of the commission are elected for terms of three years by the association after nomination by the commission and approval by the College Delegate Assembly. After two successive terms, members are ineligible to succeed themselves for the ensuing three years. Not more than one member of the commission is connected with the same institution. Professional, experienced educators comprise the membership of the commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for accreditation, the applicant institution must be a postsecondary educational institution with the following characteristics:

(1) The institution has a charter and/or formal authority from the appropriate governmental agency or agencies to award a degree. In addition, the institution must also have appropriate authority to award any certificates and diplomas it may offer.

(2) The institution has a governing board which includes representation reflecting the public interest.

(3) The institution offers one or more degree programs of at least one academic year in length or the equivalent at the postsecondary level, with clearly defined and published educational objectives as well as a clear statement of its means for achieving them.

(4) The institution includes general education at the postsecondary level as a prerequisite to or an essential element in its principal educational programs.

(5) The institution has admission policies compatible with its stated objectives.

(6) The institution publishes and makes available to the public a summary of its latest audited financial statement which indicates fiscal resources adequate to support its offerings.

(7) The institution has completed a major portion of at least one cycle of its principal programs prior to an on-site evaluation.

(8) The institution must prossess candidate for accreditation status.

(9) The institution must submit an updated Application Form.

ACCREDITATION STANDARDS AND GUIDELINES:

STANDARDS OF THE COLLEGE DELEGATE ASSEMBLY OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, December, 1975.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Candidate for accreditation is an affiliated, nonaccredited relationship with the commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of the affiliate status does not assure accreditation. Maximum term is six years.

Accreditation: Accreditation is a status which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied by its objectives. Maximum term for initial accreditation is five years and ten years thereafter.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Private Probation: Private probation is a status in which an institution is continued as an accredited institution, but is informed privately that its accreditation status may be in jeopardy if appropriate remedial measures are not taken.

Public Probation: Public probation is a status in which the membership at large is notified of the institution's probationary status.

Deferral: Deferral of the institution's reaffirmation of accreditation may follow a judgment of the committee that the institutional self-study is not satisfactory.

Removal: Removal of membership or candidacy may result from the failure to remedy indicated critical weaknesses within a stipulated time period.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution seeking re-affirmation of accreditation, and an application form is required of every institution applying for initial accreditation.

(2) A Visiting Committee is scheduled to visit the institution

following the submission of a satisfactory self-study report. The average committee consists of approximately nine members, appointed by the commission staff. The visit is three days in length. Expenses for the visit average about $270 per committee member and are billed directly to the host institution.

(3) The Visiting Committee report is sent to the executive secretary of the commission and to the chief executive officer of the institution.

(4) The chief executive officer of the institution is invited to review the report and to submit a written response to the recommendations contained in the report. An institution applying for initial accreditation is invited to send representatives for an interview with the Committee on Admission to Membership. An institution applying for re-affirmation of accreditation may be invited to send representatives for an interview with the Committee on Standards and Reports.

(5) The Committee on Admission to Membership makes recommendations on initial accreditation and the Committee on Standards and Reports makes recommendations on reaffirmation of accreditation to the Executive Council of the commission.

(6) The Executive Council makes recommendations to the commission which, in turn, refers its recommendations to the College Delegate Assembly for final action.

(7) Notification of the accreditation decision is forwarded to the host institution approximately nine months following the committee visit.

(8) The institution may appeal an adverse decision according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

Annual reports on enrollments and, as necessary, special reports on specific areas are requested of all institutions.

Following completion of the self-study and committee visit, an institution is requested to report each year on the implementation of the Visiting Committee's recommendations until the commission determines that further such report are unnecessary.

Five years after the reaffirmation of accreditation, an institution must submit an interim report describing recent developments, new programs, and plans for the future.

FEES AND DUES:

Fees and dues are charged according to the following schedule:

Institutional Enrollment	Annual Fee
0-499	$ 600
500-999	800
1,000-1,499	1,000
1,500-2,999	1,200
3,000-9,999	1,400
10,000-19,999	1,600
20,000-and up	1,800

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS II, COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS

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795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30308
TELEPHONE: 404-875-8011

Executive Director of the Association
Felix C. Robb
President
Norman Francis
President, Xavier University, New Orleans, Louisiana

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present title was adopted in 1961.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS
Executive Director
B.E. Childers
Chairman
Charles L. Payne
President, Bessemer State Technical College, Bessemer, Alabama

The Commission on Occupational Education Institutions was established in 1968 as the Committee on Occupational Education. The present title was adopted in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

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SCOPE OF ACCREDITATION: Grants institutional accreditation to non-degree granting occupational education institutions in the Southern region which includes the states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennesee, Texas, and Virginia. Geographic scope also includes Mexico and South America.

NUMBER OF ACCREDITED INSTITUTIONS:

191 accredited institutions
52 candidate institutions

MEMBERSHIP: The commission consists of nineteen members as follows:

3 directors of occupational education from appropriate state agencies in the Southern Association region.
1 representative from a specialized institution or community college which is accredited by the Commission on Colleges and which has programs of occupational education.
1 representative from a comprehensive or vocational-technical high school accredited by the Commission on Secondary Schools.
1 representative from an elementary school or system accredited by the Commission on Elementary Schools.
7 executive heads of vocational-technical schools accredited by the Commission on Occupational Education Institutions.
1 occupational teacher, presently active in teaching or supervision in a school accredited by the Commission on Occupational Education Institutions.
1 teacher-educator or administrative head of an occupational teacher education program in a college or university.
1 system-wide director of occupational education from an appropriate local educational agency within the Southern Association region.
2 members representing business, industry, and labor not currently active in an educational institution.
1 member at large.

Members of the commission are elected by the Delegate Assembly of the Commission on Occupational Education Institutions. They are elected for terms of three years. The members after two successive terms are ineligible to succeed themselves for a period of three years. Not more than one member of the commission may be connected with the same institution.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible to be a candidate for accreditation, a school, institute, or center must:

(1) Be a legally constituted educational institution.

(2) Have a clear emphasis on occupational education as the core of instruction.

(3) Be a non-collegiate institution of occupational education.

(4) Be located within the identified boundaries of the Southern Association of Colleges and Schools.

(5) Have undergone a preliminary review by a representative of the commission to determine that there is a reasonable expectation of accreditation.

(6) Candidate institutions demonstrating progress toward becoming accredited may remain in candidate status for a period not to exceed three years.

ACCREDITATION STANDARDS AND GUIDELINES:

POLICIES AND STANDARDS OF THE DELEGATE ASSEMBLY OF THE COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS, December 15, 1976.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation (previously known as affiliation): This classification indicates that an institution has voluntarily agreed to participate in a program of self-improvement and is actively progressing toward the status of accreditation. A school has three years from the initial acceptance as a candidate until it must complete a self-study and request a team to visit the school.

Accreditation: Accreditation denotes that a school has undergone an extensive self-study and team review, and has been accepted by the Delegate Assembly as meeting the standards of the Commission on Occupational Education Institutions. Accreditation is granted for a period of one year with subsequent reaffirmation scheduled for two, three, four, or five years. Each school must substantiate its accreditation annually through a report which reflects the current status of the school. Each accredited institution is authorized one vote, cast by its approved delegate, at the Delegate Assembly.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Applications for candidate or accreditation status may be postponed or denied.

Accredited institutions are subject to the following:

Warned: A formal notification from the commission that a deficiency exists.

Probation: A formal notification from the commission that the institution is in violation of standards that must be corrected within one year or suffer loss of accreditation.

Dropped from Accreditation: Loss of accreditation by formal action of the Delegate Assembly as a result of continued violation of standards. Reinstatement requires removal of deficiencies and reapplication for accreditation.

THE ACCREDITING PROCESS:

(1) A written application for candidate for accreditation status must be submitted by the executive head of the institution on a form prescribed by the commission.

(2) An institutional self-study is required of every institution applying for accreditation.

(3) An on-site review by a visiting team follows the submission of the self-study. The average team consists of eight members appointed by the commission. The length of the visit is three days. Expenses of the visit are assumed by the host institution and usually average about $300 per team member.

(4) A written report of the team's visit is submitted to the commission and then to the school for response.

(5) The written report, self-study report, and response report are submitted to the commission for action.

(6) Accreditation recommendations are forwarded by the commission to the Occupational Delegate Assembly for final action.

(7) Notification of the accreditation decision is forwarded to the institution immediately after the commission review, which occurs in June, September, and December of each year.

(8) Schools not recommended by the commission for candidacy or accreditation may write a letter of appeal to the commission requesting the right to appear before the commission. If the original decision is not changed, further appeal may be made to the Delegate Assembly. The executive secretary of the commission refers all final appeals, together with any written supporting evidence, to the Delegate Assembly for its final consideration and action.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions admitted to candidate and accredited status must file annual reports and such other reports as may be required by the commission.

ANNUAL MEMBERSHIP DUES: Annual membership dues for institutions that have been accredited by the commission are based on full-time equivalent enrollment according to the following schedule:

Full-time Equivalent Enrollment	Dues
0-249	$ 500
250-499	600
500-999	800
1,000-1,499	1,000
1,500-1,999	1,200
2,000-2,999	1,300
3,000-4,999	1,500
5,000-9,999	1,800
10,000 and above	2,000
Candidate for Accreditation	500

(These dues do not include the cost of institutional evaluation.)

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES I, ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES

1614 ROLLINS ROAD
BURLINGAME, CALIFORNIA 94010
TELEPHONE: 415-697-7711

Secretary-Treasurer
Lyle E. Silverson
President
Ellis E. McCune
President, California State University, Hayward

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES
BOX 9990, MILLS COLLEGE
OAKLAND, CALIFORNIA 94613
TELEPHONE: 415-632-5000

Executive Director
Kay J. Andersen
Chairperson
Ellis E. McCune
President, California State University, Hayward

The Accrediting Commission for Senior Colleges and Universities was established in 1962.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions offering (but not necessarily restricted to) baccalaureate and graduate degree programs; geographic scope includes the states of California and Hawaii, as well as Guam and such other areas as may apply.

NUMBER OF ACCREDITED INSTITUTIONS:

127 accredited instutions
14 candidate institutions

MEMBERSHIP: The Accrediting Commission for Senior Colleges and Universities is composed of:

14 members from accredited institutions (of these 2 are from the Northwest region; 1 represents the Accrediting Commission for Community and Junior Colleges, WASC; 1 represents the Accrediting Commission for Schools, WASC)
3 public members
17 TOTAL

The commission urges the appointing authority, that is, the Executive Committee of the Western College Association, to provide a reasonable balance in commission composition, recognizing the desirability of including women, men, minorities, faculty, administrators, public members, representation including persons from the Pacific Basin and the Northwest region, and ex officio representation from the Community and Junior College Commission and the Schools Commission of WASC. Term of membership is for three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accredited institutions may become members of the Western College Association.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for *candidacy status*, an institution must first:

(1) Have a charter and/or other formal authority from the appropriate governmental agency in this region to award certificates or degrees. In California, where there are two levels of state recognition, the commission requires the higher level (approval), except for free-standing law schools, for which provisional accreditation by the California Committee of Bar Examiners is

required for candidacy, and accreditation by the California Committee of Bar Examiners is required to be considered for WASC accreditation.

(2) Have a governing board that includes representation reflecting the public interest.

(3) Have employed a chief administrative officer, whose full-time or major responsibility shall be to the institution.

(4) Offer one or more educational programs, of at least one academic year in length beyond the first two years of college, or the equivalent, with clearly defined and published educational objectives appropriate to higher education in level, quality, and standards, as well as a clear statement of its means for achieving them.

(5) Having learning resources including a faculty and library adequate for the educational programs offered or, in lieu of an adequate library, have made specific long-term arrangements for student access to such resources.

(6) Include general education at the postsecondary level as a prerequisite to or an essential element in its principal education programs.

(7) Have developed evidence of basic planning for the development of the institution.

(8) Have admission policies compatible with its stated objectives.

(9) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its prior year audited financial statement prepared by an outside certified public accountant who has no other relationship with the institution.

(10) Have a published policy and procedure, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw early from enrollment.

(11) Have an honest and accurate catalog or other comparable official publication available to students and the public, setting forth purposes and objectives, entrance requirements and procedures, rules and regulations for conduct, programs and courses, degree completion requirements, full and part-time faculty and degrees held, costs, and other items relative to attending the institution or withdrawing from it.

(12) Submit an acceptable self-study report.

To be considered for *accreditation* a postsecondary educational institution must:

(1) Have met all the prerequisites for candidacy listed above.

(2) Have graduated a class which has completed one or more of the institution's principal programs prior to self-study and on-site visit.

ACCREDITATION STANDARDS AND GUIDELINES:

Handbook of Accreditation, Revised, January 1979.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: This status is an affiliated, non-accredited relationship with the commission, granted for a period of two years, renewable twice. The initial granting of candidacy indicates that, in the view of the commission, the institution meets the prerequisites for such status and appears likely to qualify for accreditation in six years or less.

Accredited Status: This status indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. The status is without time limit, but is subject to periodic review.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The candidacy or accreditation for an initial applicant or reapplicant institution may be deferred or denied as defined in the following:

A *deferral* is not a final decision. It is interlocutory in nature to provide further guidance and time for the institution to correct certain deficiencies.

A *denial* is a final decision which is subject to review and subsequent appeal according to published policies and procedures.

Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the commission, which may include a warning, or when it deviates significantly from the commission's criteria or policies but not to such an extent as to warrant a show cause order or the withdrawal of candidacy or accreditation, it may be placed on probation for a specified period of time.

Probation-Show Cause: When the commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the commission, the commission may ask the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of the stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued.

Revocation of Candidacy or Termination of Accreditation: If, in the judgment of the commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated. In such a case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the Guidelines for Institutional Self-Study and the Standards for Accreditation, is an integral requirement of every institution applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study report. The team consists of approximately 3 to 17 members. The chairman is appointed by the commission. The staff appoints the team members. A staff member may accompany the team for a portion of the visit. The average visit is three days in length. Expenses of the visit usually average about $150 per team member and are billed by the commission to the host institution.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution submits a written response to the commission presenting its reaction to the team report.

(5) The commission makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendation on accreditation, and other relevant matters.

(6) The Executive Director notifies the institution following the commission meeting. The commission meets in February and June to take institutional action.

(7) Within thirty days after an institution has received notification of a negative decision regarding its candidacy or accreditation, the institution may request the commission to review the action at its next regular meeting.

(8) An institution which, after availing itself of the review procedures, still believes itself aggrieved by the commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the president of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is contemplated, the institution is required to inform the commission in advance. If the commission determines that the change is substantive a report is required and the commission may send representatives to visit the institution, make a re-evaluation, and submit a report.

FEES:

Application fee $1,000

Annual fee:

Full time equivalent enrollment:	
1-100	$ 800
101-500	1,000
501-1,000	1,300
1,001-2,000	1,700
2,001-5,000	2,200
5,001-10,000	2,800
10,001 and up	3,500

WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES II, ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

1614 ROLLINS ROAD
BURLINGAME, CALIFORNIA 94010
TELEPHONE: 415-697-7711

Secretary-Treasurer
  Lyle Silverson
President
  Ellis E. McCune
  President, California State University, Hayward

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
9053 SOQUEL DRIVE
APTOS, CALIFORNIA 95003
TELEPHONE: 408-688-7575

Executive Director
  Robert E. Swenson
Chairperson
  Norman Watson
  Chancellor, Coast Community College District, Costa Mesa, California

The Accrediting Commission for Community and Junior Colleges was established in 1962.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions offering programs leading to postsecondary certificates, diplomas, or associate degrees; geographic scope includes California, Hawaii, Guam, American Samoa, and the Trust Territories.

NUMBER OF ACCREDITED INSTITUTIONS:

124 accredited institutions
6 candidate institutions

MEMBERSHIP: The Accrediting Commission for Community and Junior Colleges is composed of:

7 members from accredited institutions
3 members representing related associations, etc.
3 public representatives
1 representative from California state agency
14 TOTAL

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accredited institutions are members of the Western Association of Schools and Colleges.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for candidacy status, an institution must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award a certificate, diploma, or degree. Where the appropriate governmental agency has only very minimum standards or requirements, but at the same time has a secondary or higher level of approval, the commission will expect institutions to have met the higher standards and secured the secondary level of approval. The Accrediting Commission for Community and Junior Colleges' interpretation of this policy at this time as it applies to California means state approval under Section 94310 (b) of the California Education Code.

(2) Have a governing board which includes representatives reflecting the public interest.

(3) Have employed a chief administrative officer.

(4) Publish educational objectives appropriate to postsecondary education in level, quality, and standards, and provide a clear statement of its means of achieving those objectives.

(5) Offer one or more educational programs, of at least one academic year in length or the equivalent, at the postsecondary level.

(6) Require for its degree programs that at least 25% of the units or courses be in general education at the postsecondary level. The general education component should include demonstrated competence in writing and computational skills, and an introduction to some of the major areas of knowledge.

(7) Have learning resources including a faculty and library adequate for the educational programs offered or, in lieu of a library, have made specific long term arrangements for student access of such resources.

(8) Have developed a preliminary survey or evidence of basic planning for the development of the institution.

(9) Have admission policies compatible with its stated objectives.

(10) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant. The audit must be certified and any qualifications explained. It is recommended that the auditor employ as a guide, *Audits of Colleges and Universities*, published by the American Institute of Certified Public Accountants.

(11) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment, and for dealing with student grievances.

(12) Have a catalogue and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations; programs and courses; degree completion requirements; costs; and other items relative to attending the institution or withdrawing from it.

ACCREDITATION AND GUIDELINES:

HANDBOOK OF ACCREDITATION, Revised, January, 1978.

ACCREDITATION CLASSIFICATIONS:

Candidate for Accreditation: Candidate for Accreditation is a status of preliminary affiliation with the commission, initially awarded for two years, following a specified procedure for institutional self-study and on-site visitation. Candidacy is subject to renewal. Candidacy is not accreditation and does not assure eventual accreditation. It is an indication that the institution is progressing toward accreditation.

Accreditation: Accreditation is a status which indicates that an institution is offering its students, on a satisfactory level, the educational opportunities implied in its objectives.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

Candidacy or Accreditation Withheld—The candidacy or accreditation of an initial applicant or reapplicant institution may be withheld by a deferral or a denial.

A *deferral* is not a final decision. It is interlocutory in nature to provide further guidance and time for the institutions to correct certain deficiencies.

A *denial* is a final decision which is subject to review by the commission and subsequent appeal according to published policies and procedures.

Warning—When the commission finds that an institution has pursued a course deviating from the commission's criteria or policies to an extent that gives concern to the commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities with a stated time period. A warning does not affect the candidate or accredited status of the institution.

Probation—When a candidate or accredited institution fails to respond to conditions imposed upon it by the commission, including a warning, or when it deviates significantly from the commission's criteria or policies but not to such an extent as to warrant a show cause order or the withdrawal of candidacy or accreditation, it may be placed on probation for a specified period of time. Probation does not affect the candidate or accredited status of the institution.

Show Cause—When the commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the commission, the commission may ask the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued. A show cause order does not affect the candidate or accredited status of the institution.

Revocation of Candidacy or Termination of Accreditation—If, in the judgment of the commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the guidelines for institutional self-study, is an integral requirement of every institution applying for initial or continuing accreditation.

(2) An on-site evaluation team visit follows the submission of the self-study report. The team consists of approximately 6 to 8 members appointed by the commission's staff. A state agency representative usually accompanies the team as an observer. The average visit is three days in length. Expenses of the visit are covered by an evaluation fee assessed to the host institution.

(3) A written report of the team's visit is submitted simultaneously to the institution and the commission.

(4) The institution may submit a written response to the commission presenting its reaction to the team report.

(5) The commission makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendations on accreditation, and other relevant matters.

(6) The executive director notifies the institution of the commission's decision approximately 2 to 3 months following the team visit.

(7) Within thirty days after an institution has received notification of a negative commission decision regarding its candidacy or accreditation, the institution may request the commission to review the action at its next regular meeting.

(8) An institution which, after availing itself of the review procedure, still believes itself aggrieved by the commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the President of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED FOR ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is comtemplated, the institution is required to inform the commission in advance. The Commission of Jurisdiction may send representatives to visit the institution, make a re-evaluation, and submit a report.

FEE SCHEDULE:

Annual Fee	
All Accredited and Candidate Institutions	
ADA or FTE for previous year under 2,000	$ 750
ADA or FTE for previous year 2,000 or over	1,050
Preliminary Review Fee	
Any institution, not at the present time affiliated with ACCJC, may submit a report to the commission for determination whether or not it meets the conditions for eligibility for further consideration	100
Periodic Evaluation Service Charge	
Consideration of Institutions for Candidate for Accreditation Status	
Initial Evaluation Visit for Possible Candidate Status	850
Evaluation Visit for Renewal of Candidate Status	850
Consideration of Institutions for Accreditation	
Initial Evaluation Visit for Possible Accreditation	
ADA or FTE for previous year under 2,000	1,600
ADA or FTE for previous year 2,000 or over	2,100
Evaluation for Reaffirmation of Accreditation	
Periodic Review with an Evaluation Team Visit	
ADA or FTE for previous year under 2,000	1,600
ADA or FTE for previous year 2,000 or over	2,100
Periodic Review with Self-Study Report and Validation Visit	
ADA or FTE for previous year under 2,000	800
ADA or FTE for previous year 2,000 or over	1,000

* ADA – Average Daily Attendance

* FTE – Full-Time Equivalent

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